Arizona Department of Child Safety

Preparation Guide

Life Safety Inspections

Office of Licensing and Regulation
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Welcome Message

On behalf of the Department of Child Safety, Office of Licensing and Regulation, thank you for entering the process to become a licensed Foster Parent. We know each of you have entered into this endeavor for personal reasons to join us in giving children in DCS custody the safe and caring environment they require to grow and mature into successful adults. There are several steps to being granted a license to provide foster care. One of them is the Life Safety Inspection of your residence. We have compiled this Preparation Guide for you to use in preparation for this process. Once again, thank you for your assistance in this important mission.

Purpose of the Life Safety Inspection

The Life Safety Inspection (LSI) is a vital part of the licensing process. The children that come into the care and custody of the The Department of Child Safety (DCS) have done so due to varying circumstances. Some have entered into our care due to abusive situations and others due to neglect. It is no light matter to remove children from the custody of established family members or guardians. However, when we are required to do so, we have to guarantee the situation they are placed into is safe. Over the years there have been numerous areas that have been identified as common safety hazards that need to be guarded against. Over time these have been codified and incorporated in to Arizona Administrative Code Rule 21, Chapter 8, Article 1.

Many times, prospective foster parents wonder why these need to be done or why we inspect to the level that we do. Other prospective foster parents feel these inspections are unnecessary because they have successfully raised children of their own and never had any issues. We understand your confusion and feelings that maybe we are being overly restrictive. To alleviate those feelings, let us clarify why we do the things we do. As touched upon earlier, the children that come into our custody have wide ranging environmental conditions. For example; some may never have been exposed to a pool, and therefore never had pool safety ingrained into their lifestyle. Many of these children also have pre-existing behavioral and cognitive challenges that may impact the safety of their environment. Due to these factors, we have to come together as a team to make sure the residential environment they enter is as safe as possible to prevent them from inadvertently injuring themselves.

Please keep in mind, you probably never had any problems with the children you raised, because you raised them from birth, or during their formative years and they learned safety around certain items and under certain conditions. The children you will be caring for may not have had that luxury. Therefore, we must ensure the opportunities for injury due to environmental conditions are mitigated as much as possible.

In closing, if you have biological children or young relatives, imagine if they needed to reside with a stranger due to a family emergency, how in depth would you want an inspection of that residence to be? That is the same standard we are utilizing.

What to Expect

Prior to a member of DCS-OLR coming to your residence to conduct the formal LSI, a member of your licensing agency should conduct a pre-inspection and give guidance on how to remedy any deficiencies. Once you have passed the pre-inspection you will be scheduled to have the formal LSI conducted by DCS-OLR.

This inspection will be conducted on your "premises" which is defined as: "the home; and the property surrounding the home that is owned, leased, or controlled by the provider."
During this inspection, ALL areas of the premises in which a child in out of home care resides, or may have access to, which includes; all dwellings on the premises, including sheds, mobile homes, trailers, cottages, any other buildings located on the property, and yard will be examined. Please remember, this is not done to invade your privacy, but to ensure the safe living condition for the children in your home.

Prior to either of the inspections (Pre or Formal) review this guide to prepare for them and ensure compliance with the areas inspected. Do not assume if you live in an apartment or have a private residence that was recently constructed that they will automatically pass the LSI without preparation. Your apartment or private residence may be compliant with local city or building code; however, LSI standards are higher in many areas.

By reviewing this guide and being within the listed standards prior to DCS-OLR conducting the formal inspection you will prevent potentially extending the time frame for the licensing process due to re-inspection for non-compliance.

Formal inspections are conducted by DCS-OLR during the following circumstances: at initial licensure, every two (2) years for license renewal, if you relocate, remodel your residence, and for license reinstatement.

Use of this Guide

You will find this guide divided into areas which apply to ALL homes; and areas that only apply if certain conditions are present on the premise. Such as weapons, firearms, or pools. Please take the time to review these and make sure you are in compliance. If you have any questions, please contact either your licensing agency or the DCS-OLR LSI Unit at LSIQuestions@AZDCS.gov.

When and now is a Life Safety Inspection Scheduled?

There are two ways that a Life Safety Inspection is scheduled. The Licensing Agency that you are working with sends these requests to OLR after verifying you are ready to move forward. All renewal inspections, initial inspections, and relocation inspection are requested using Quick Connect, a web-based application for licensing by OLR. The second method is by a special request form. Special requests would include an inspection for major remodeling or construction on a licensed home, to verify compliance for a pool enclosure or the addition of a new pool on a licensed home, a re-inspection required to be completed by OLR, and pool enclosure consultations. Special requests are only sent to the Life Safety Inspection Unit by licensing agencies.

When a request is made in Quick Connect, by the licensing agency, an automatic email is generated and sent to the assigned licensing specialist linked to the family in Quick Connect and the email address, if applicable, that is listed in Quick Connect for your family. The email provides instruction on how to notify the Life Safety Inspection Unit of scheduling preferences. This first email is not a scheduling email, it is only a notification that a request was made.

The family will not receive another email from the Life Safety Inspection Unit until a target date has been set for the inspection to occur. Emails are sent from LSIQuestions@AZDCS.gov and sent to the applicant and the assigned licensing specialist. The subject line will be Life Safety Inspection Scheduling. Please keep an eye on your junk email folder to ensure receipt of the scheduling email. The Life Safety Inspection Unit will provide a date and up to a four hour arrival window for your

inspection. Due to various factors the day and time of the inspection may differ from preferences sent in.

There are several rules that apply to when a Life safety Inspection must be completed. OLR is required to inspect before an initial license is issued, within three months prior to the renewal date of a license, and before an amended license is issued for a new location. In addition OLR would inspect any significant structural modification or remodeling project including the addition of a new pool. All inspections will be requested by your licensing agency or scheduled directly by OLR based on the expiration date of your license.

Areas Inspected & Standards

Areas that apply to <u>ALL</u> Residences (#1-53)

General Condition and Cleanliness (R21-8-104)

1. **Y □ N □ Interior clean, sanitary and disinfected to prevent/minimize/control illness**
   - Pet hair clumps
   - Choking hazards
   - Debris
   - Dirty dishes, excess of 1 day
   - Tubs, sinks, toilets, and showers free from excessive build-up
   - Urine, feces, smoke, or other noxious smell

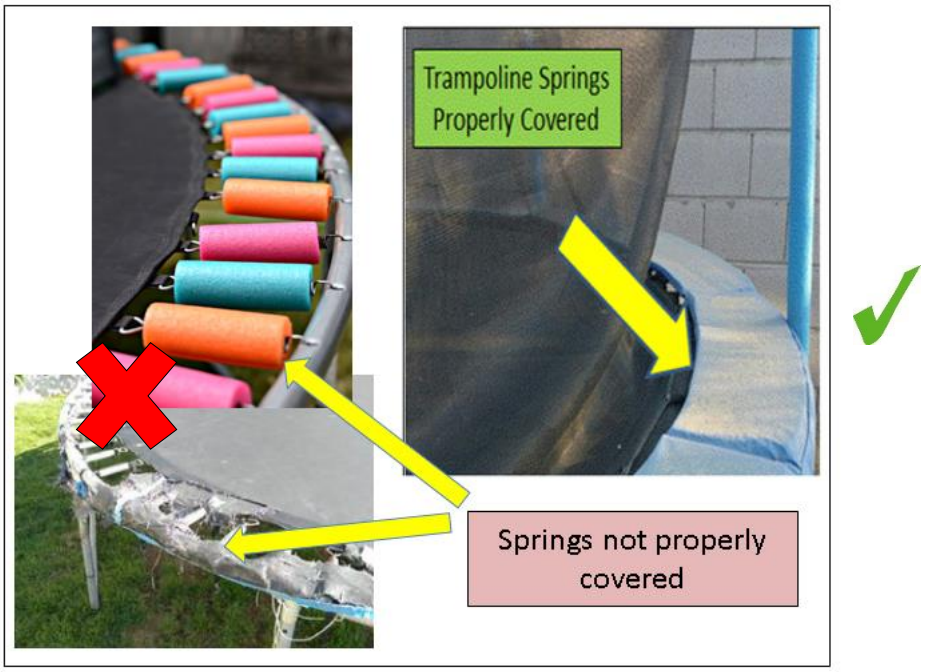
2. **Y □ N □ Home/premises is clean to the degree that the condition does not constitute a hazard**
   - Rotting food
   - Stale or accumulated urine or feces
   - Mold

3. **Y □ N □ Home/premises in good repair and free from damage that poses a hazard**
   - Broken glass
   - Rusted surfaces
   - Jagged edged surfaces
   - Sharp surfaces
   - Broken items do not pose a hazard
   - Protruding nails
   - Holes in walls
   - Holes in ceiling
   - Holes in floors

"Operative or inoperative but fractured or damaged and no longer functions as intended"

- Furniture
- Appliances including but not limited to Refrigerators, Freezers, Stoves, Small appliances
- Fixtures including but not limited to sinks, tubs, showers, toilets, faucets
- Equipment including but not limited to RV's, automobiles, trucks, boats, farm equipment

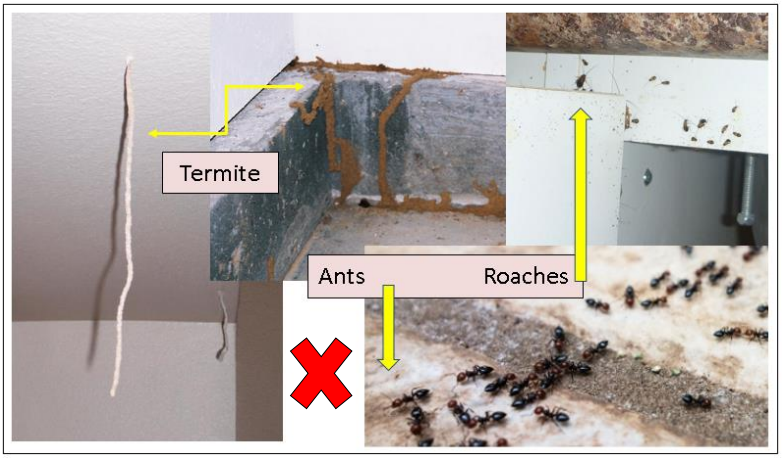
4. **Y □ N □ Play areas and therapy equipment are stable and in good repair**
    - Area or equipment do not constitute a hazard
    - Trampoline pads have no rips, tears, patches, excessive wear, deterioration, and no uncovered springs
    - All therapy and play equipment functioning and not "broken"



5. **Y □ N □ N/A □ Swing sets are securely anchored to the ground**
    - No leg leaves the ground when swing is in use and anchor can be verified

6. **Y □ N □ Garbage is removed from the premises at least once each week**

7. **Y □ N □ Premises and play areas are free from insect and/or rodent infestation**
   - Bedbugs
   - Ants
   - Bees/Wasps/Hornets
   - Flies
   - Maggots
   - Roaches
   - Lice
   - Mosquitos
   - Termites
   - Mice/Rats



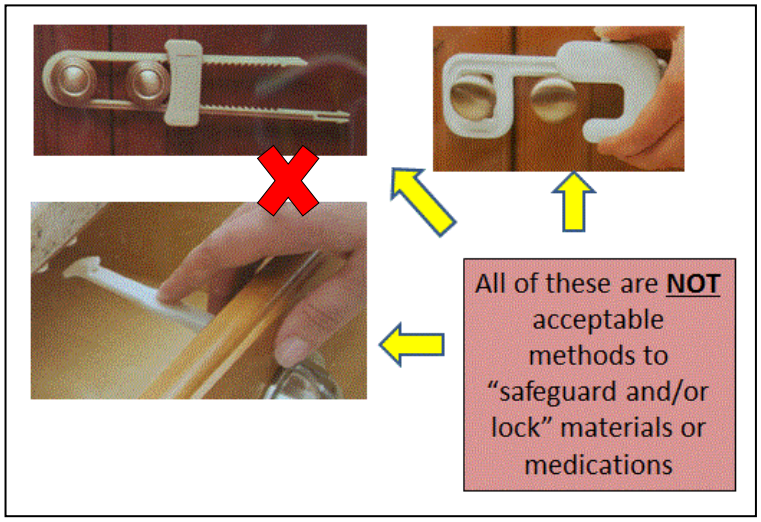
8. **Y □ N □ Excessive weeds/brush that pose a hazard are trimmed or removed**
   - Wildland grasses, weeds, desert scrub, shrubs with grass understory must be removed 30' from the structure per USDA Forest Service *(www.FS.USDA.gov)*

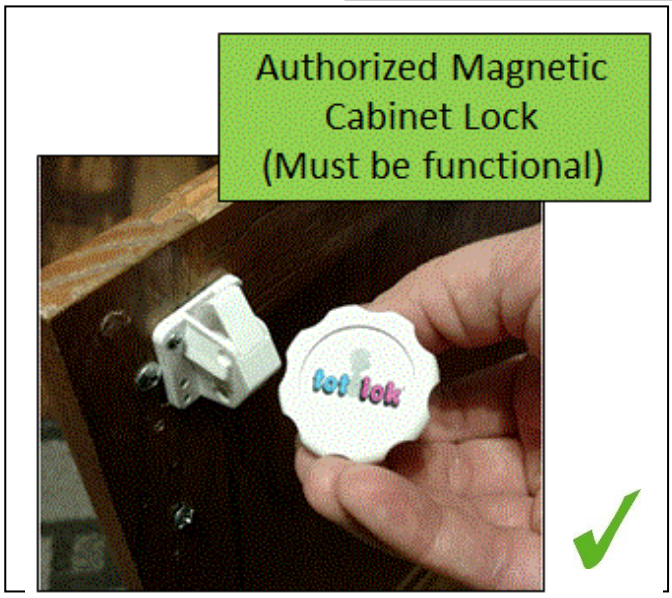
Safeguarding of Hazards (R21-8-105)

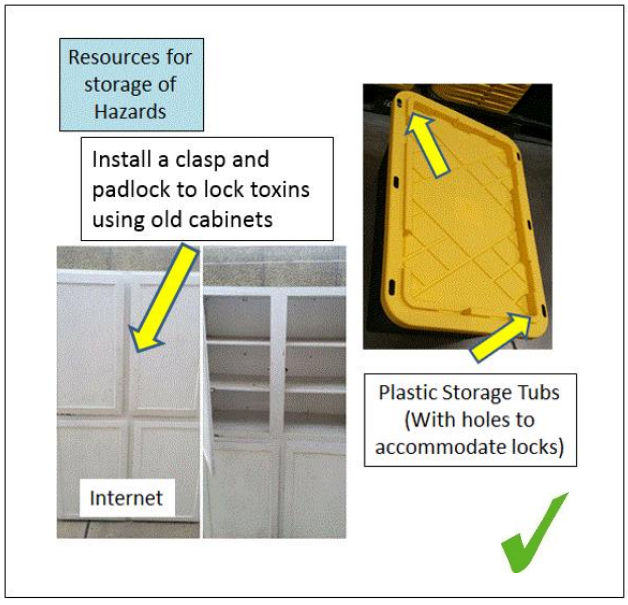
9. Y ☐ N ☐ Highly toxic substances are in locked storage (substances that can cause serious bodily harm or death if improperly used) Example Hazard Statements may include:

- Fatal if swallowed
- Toxic if Swallowed
- Harmful if swallowed
- May be harmful if swallowed
- Danger
- Poison
- Highly flammable liquid and vapor

***** *Locked storage does not include a room used for alternate purposes (ex: laundry room, garage, bedroom, clothing closet, pantry, bathroom, etc.)*







10. Y ☐ N ☐ Household cleaning supplies that are not intended for ingestion, but generally will not cause serious bodily harm or death if improperly used are safeguarded. Safeguarded could mean placed out of reach or locked. Example of safeguarded label statements may include:

- Warning
- Caution
- Keep Away from Children

11. Y ☐ N ☐ Substances containing alcohol are safeguarded

- Safeguarding of alcohol will vary depending on age of placements. Please work with your licensing agency to determine appropriate safeguards in your home.

12. Y ☐ N ☐ Access to grooming supplies not restricted (per case plan)

- Includes toothpaste, hand soap shampoo, menstrual products, and deodorant.

13. Y ☐ N ☐ Ramps/bathtubs/showers have slip-resistant surfaces

- Textured shower / tub bottom
- Decals or textured strips
- Grouted tile
- Non-slip mats

14. Y ☐ N ☐ N/A ☐ Handrails/grab-bars are securely attached and stationary

- Shower stalls
- Staircase
- Porch / deck railings

15. Y ☐ N ☐ N/A ☐ Skirting is intact around the base of the mobile home

- All openings must be securely covered. Items propped to cover openings are not accepted.

16. Y □ N □ First Aid *supplies* are maintained – an instruction book is *recommended*. The following is the <u>MINIMUM</u> supply requirement.

**A standard first aid kit purchased from a store or pharmacy typically consists of all required items with the exception of anti-itch ointment and an elastic roller bandage. Please read the contents carefully to ensure all items detailed below are maintained in the home.*

- Adhesive bandages (assorted)
- Adhesive tape (cloth, paper, foam, or self-adherent wrap)
- Antibiotic ointment (locked) anti-itch ointment (locked)
- Non-latex gloves
- Cold compress (instant or in the freezer)
- Elastic roller bandage (ACE)
- Sterile gauze pads
- Antiseptic wipes (Alcohol prep pads)
- Absorbent compress dressings (Examples: Combine Dressing, non-stick pads, surgical dressings, trauma pads, etc.)

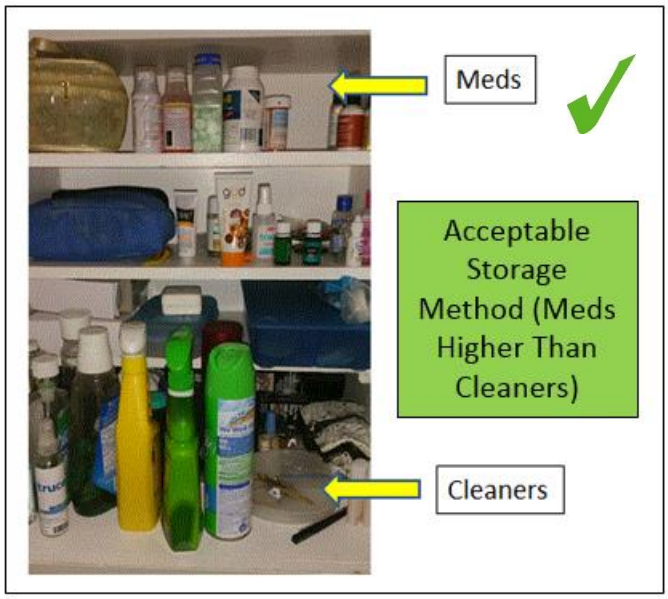
****OLR recommends a water temperature of 120 degrees Fahrenheit or below. The inspector will measure the water temperature and inform the family if higher than the recommended limit noting this on the form being left with you.***

Storage of Medication (R21-8-108)

17. Y ☐ N ☐ Medication is maintained in securely fastened and <u>locked</u> storage*

- Prescription (All prescribed medication)
- Over the counter remedies
- Vitamins (liquid, gummy, and tablet form)
- Essential oils
- Ointments
- Sprays and rinses
- Antacids
- Fiber supplements

**Locked storage does not include a room used for alternate purposes (ex: laundry room, garage, bedroom, clothing closet, pantry, bathroom, etc.)*



18. Y □ N □ N/A □ **<u>Refrigerated medication</u> is in <u>locked storage</u> and does not prevent a child's access to food in the refrigerator**

- Medication includes all prescription, over the counter remedies, vitamins (liquid, gummy, and tablet form), essential oils, ointments, sprays and rinses, antacids, etc**.**

19. Y □ N □ N/A □ **Medication that may be accessed by a foster child per case plan are safeguarded (verification may be required)**

- Example: Foster child is required to take prescriptions as detailed in case plan. Medication would still be required to be locked, preventing access to other children in the home. Child could have their own lockbox with key or combination which would restrict access to the other children in the home yet allow the specified medication to be accessible to them

20. Y □ N □ N/A □ **Medication which must be readily and immediately accessible is safeguarded**

- Asthma inhaler (primary inhaler only)
- Auto-injector such as an Epi-Pen

Safe Appliances (R21-8-109)

21. Y ☐ N ☐ Safe and functioning appliances are available for food refrigeration and cooking

- Perishable food items are stored in a functioning refrigerator at or below 41° Fahrenheit
- An outdoor cooking appliance that uses charcoal or gas is not used indoors

22. Y ☐ N ☐ Electrical lighting sufficient to perform normal activities is available in bedrooms and living areas

23. Y ☐ N ☐ Light sockets are equipped with light bulbs or securely covered

24. Y ☐ N ☐ Adequate heating/cooling/ventilation is available in bedrooms and living areas

- Temperatures outside of the range of 65 degrees and 85 degrees may indicate an issue with heating and cooling systems in the home.

25. Y ☐ N ☐ At least one operational telephone is available on the premises

- Cell Phone
- Digital Phone including VoIP
- Land Line

26. Y ☐ N ☐ N/A ☐ All clothes dryers are safely vented with a non-flammable vent hose

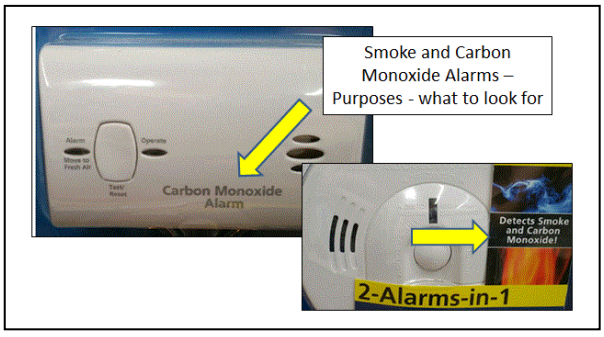
- Plastic vent hoses are not accepted

27. Y ☐ N ☐ N/A ☐ Portable heaters (Space heaters) meet all safety requirements

- Electric only
- Not primary heat source
- Not used in bedrooms
- UL* approved
- Equipped with a tip-over shut-off switch
- Protective covering to keep hands and objects away from heating element
- Placed at least 3’ from curtains, paper, furniture, and any flammable object when in use.

28. Y ☐ N ☐ N/A ☐ A carbon-monoxide detector-alarm is properly located according to manufacturer’s instructions and functioning on each level of the premises that has an appliance or heating device using combustible

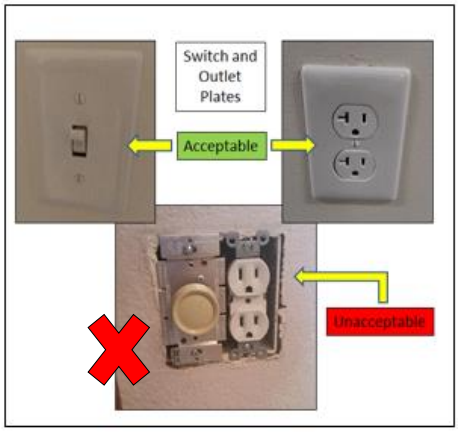
- Fireplaces (gas, coal, and wood burning)
- Wood stoves
- Gas stoves / ranges
- Gas hot water heater
- Gas dryer
- Gas heat

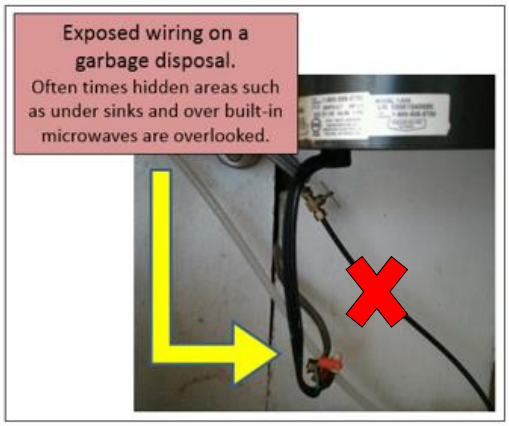


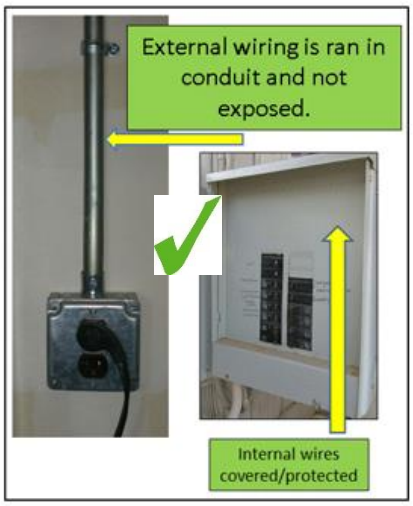
Electrical Safety (R21-8-110)

29. Y ☐ N ☐ Electrical panels and outlets are in good repair

- No wiring is exposed
- Covers are in place

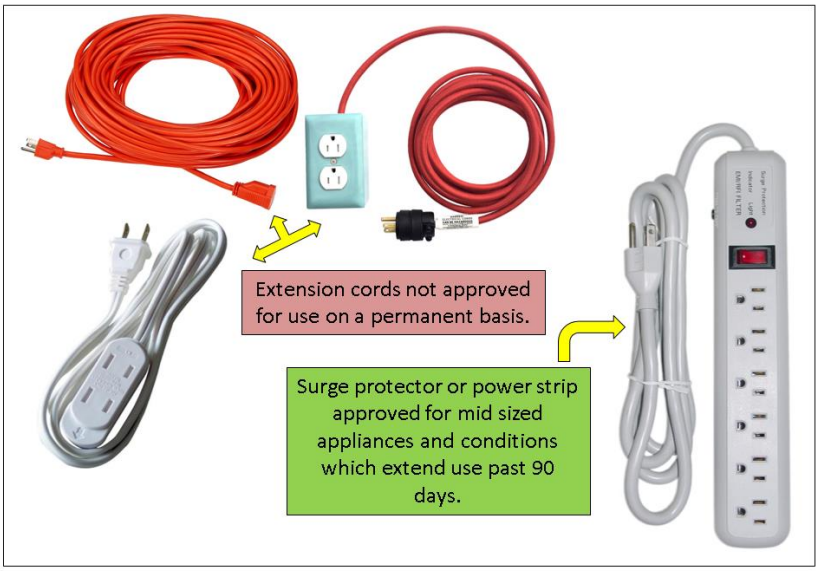






30. Y ☐ N ☐ <u>Extension cords</u> are <u>not used</u> on a <u>permanent basis</u>

- Includes all extension cords on property (inside home, outside home, garages, tool sheds, barns, workshops)
- Non-permanent basis is defined **<u>as less than 90 days</u>** (ex: Holiday decorations)



31. Y ☐ N ☐ <u>Major appliances</u> are <u>plugged directly</u> into <u>grounded outlets</u>

- Refrigerators / Freezers
- Dishwasher
- Stove / Oven
- Washer / Dryer
- Microwave
- Furnace/Air handler

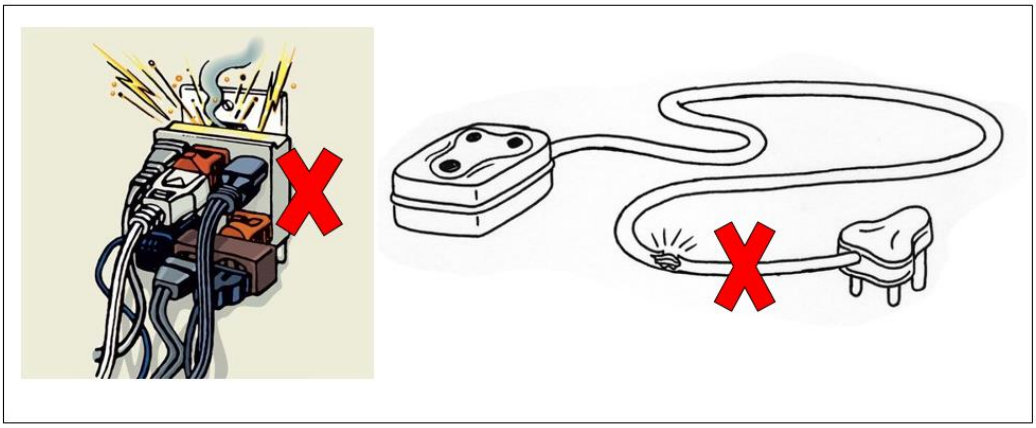
32. Y ☐ N ☐ Mid-sized appliances are plugged directly into grounded outlets or into a power strip/surge protector which is plugged into a grounded outlet

- Computer equipment, televisions, stereo equipment

33. Y ☐ N ☐ All electrical cords are in good condition/repair

- No broken or frayed cords

34. Y ☐ N ☐ Electrical outlets are not overloaded



Water and Plumbing Requirements (R21-8-111)

35. Y ☐ N ☐ A continuous source of safe drinking water is available

If home uses a non-municipal water source including private well water or another source of water see #55 for requirements

36. Y ☐ N ☐ Sewage disposal is functioning

- No back-up evident in bathroom, under sinks or in bathtub/shower
- No leakage from the ground if using a septic tank/cesspool

37. Y ☐ N ☐ One working toilet, wash basin, and shower or tub is available for every 7 persons living in the home (including foster children, persons living in the home and persons receiving care in the home)

38. Y ☐ N ☐ N/A ☐ If home uses a non-municipal water source including private well water or another source of water:

- The provider supplies a written water analysis report, showing the water is within acceptable state and federal standards for drinking water for the age of the children in care, including the date testing was completed (testing date bust be within 12 months from the date of the inspection). The report include results of testing for:
  - Arsenic
  - Lead
  - Copper
  - Total Coliform Bacteria
  - Nitrates
- The analysis and report were obtained from a laboratory certified by the Arizona Department of Health Services as part of the initial licensing process and before each renewal
- For assistance with locating a certified laboratory go to www.azdhs.gov

Fire Safety and Evacuation Plan Requirements (R21-8-112)

39. Y □ N □ Premises is free from obvious fire hazards

40. Y □ N □ Heating equipment is equipped with appropriate safeguards and maintained as recommended by manufacturer

- including required installation clearances

41. Y □ N □ Flammables and combustibles are more than 3' from water heaters, portable heaters, fireplaces, and woodstoves.

- All items must be cleared within a 3' parameter of the hot water heater and tankless systems
- Applies to both gas and electric hot water heaters.

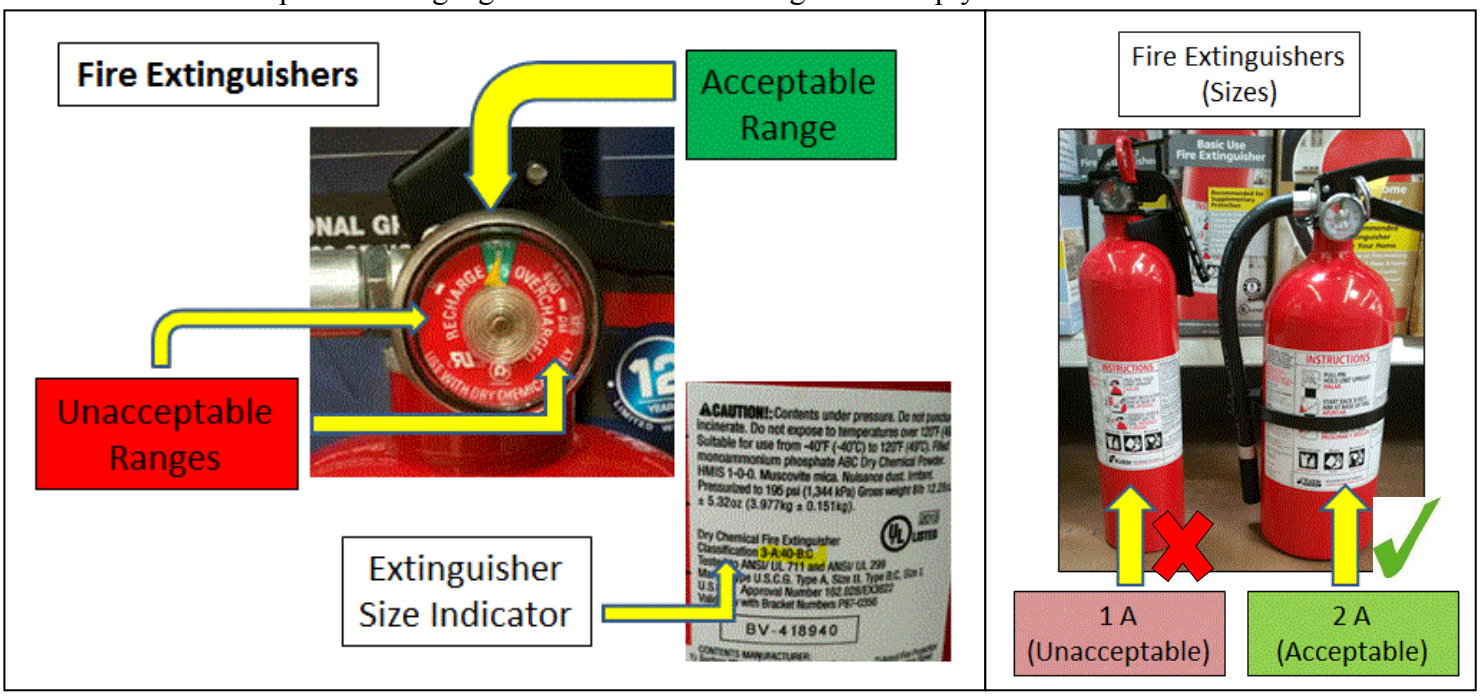
Exceptions of items placed within 3' would include…

* Appliances (refrigerator, washer, dryer, freezer)
* Water softener
* Metal cabinets (no exposed flammable materials)
* Household building materials (walls, doors, ceilings)

(required installation clearances must apply)

42. Y ☐ N ☐ A Working fire extinguisher with a rating of <u>at least 2A 10BC</u> is available in the kitchen area

- Must be "full" or within the green zone
- Replace when gauge falls into the "Recharge" or "Empty" zone



43. Y ☐ N ☐ N/A ☐ A working fire extinguisher with a rating of <u>at least 2A 10BC</u> is on each level of a multi-level home

- Tri level homes must have a working fire extinguisher with a rating of at least 2A10BC on each level regardless of separation between floors
- Usable rooms above garages, usable attic spaces, and basements are considered levels in a home

44. Y ☐ N ☐ N/A ☐ At least one working UL* approved smoke detector is installed on each level of a multi-level home

- Two story and Tri level homes must have a working smoke detector on each level regardless of separation between floors in the living/program area
- If a living/program area is not present on a level in the home installation of the smoke detector in the hallway will be accepted
- Usable rooms above garages, usable attic spaces, and basements are considered levels in a home

**UL Underwriters Laboratories (A nonprofit safety testing organization)*

45. Y ☐ N ☐ At least one working UL* approved smoke detector is installed in each living area

- All smoke detectors in the home will be verified "tested" during the inspection
- A smoke detector placed in the hallway is not sufficient to meet the requirements
- Areas to install would be living room, family room, den or media room, game room, etc. A room frequently utilized by members of the home for daily use.

**UL Underwriters Laboratories (A nonprofit safety testing organization)*

46. Y ☐ N ☐ At least one working UL* approved smoke detector is installed in in <u>EACH BEDROOM</u>

- <u>Every bedroom in the home regardless of occupant</u>
- A bed, futon, or other furniture used for sleeping designates the room as a bedroom

**UL Underwriters Laboratories (A nonprofit testing facility)*

47. Y ☐ N ☐ A written emergency evacuation plan is available in the setting
(Must have one copy in the setting that is on a State *Emergency Evacuation Plan* form)

- Identify two routes of evacuation from each bedroom on every floor. At least one of the exit routes for these bedrooms leads directly to the outside of the home. <u>A direct exit is one with no barriers between the bed and the window or door. This may include interior doors and/or locking mechanisms added to windows requiring a tool, device, or key to remove.</u>
- The direct exit leading to the outside of the home from a bedroom used for a child in care under the age of seven shall not lead into an area that serves as a pool enclosure. *(See #65 regarding fence/barrier requirements)*
- Multiple exits are identified from the home.
- All windows identified as emergency exits are large enough for an adult to move through
- Identify the location of fire extinguishers and fire evacuation equipment, including rope or chain ladders and emergency lighting if applicable.
- Designate a safe central meeting place close to the home, known to the child, at a safe distance from potential danger (cannot be inside the home or a fire hydrant)
- No emergency exits include exiting through the garage door
- Posted in a prominent place in the home

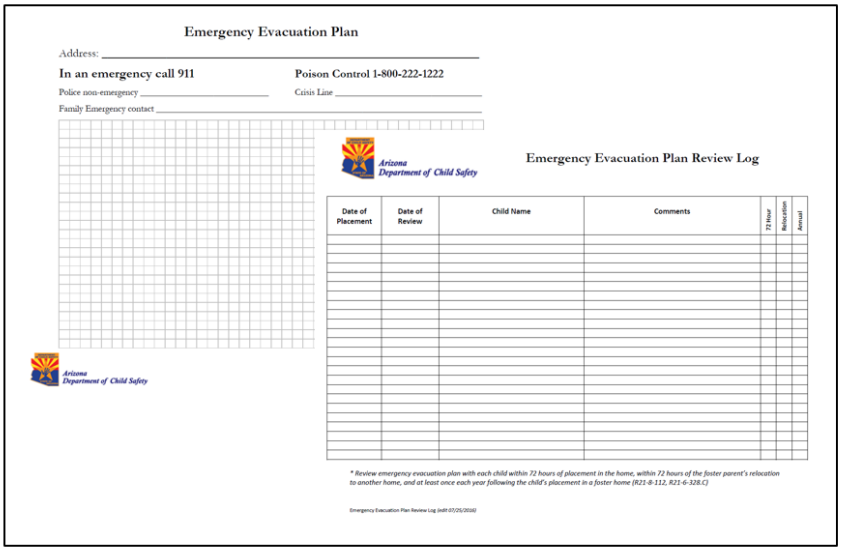
48. Y ☐ N ☐ Emergency phone numbers are posted in a prominent place in the home:
(Emergency numbers must be posted on the State *Emergency Evacuation Plan* form)

- Emergency Police and Fire - 911
- Poison control – 1-800-222-1222
- Non-emergency local police department
- Family emergency contact
- Crisis hotline

**prominent means in clear view without any obstructions.*

49. Y ☐ N ☐ Records available citing review of emergency evacuation plan reviewed within 72 hours of placement

- OLR Standardized form "Emergency Evacuation Plan Review Log" will be verified at each inspection, including initial inspections. Must be completed for children of all ages, 0-17.



Emergency Evacuation Plan

Address: _____

In an emergency call 911 — Poison Control 1-800-222-1222

Police non-emergency _____ — Crisis Line _____

Family Emergency contact _____

Arizona Department of Child Safety

Emergency Evacuation Plan Review Log

Date of Placement	Date of Review	Child Name	Comments	72 Hour	Relocation	Annual

* Review emergency evacuation plan with each child within 72 hours of placement in the home, within 72 hours of the foster parent's relocation to another home, and at least once each year following the child's placement in a foster home (R21-8-112, R21-6-328.C)

Emergency Evacuation Plan Review Log (edit 07/25/2016)

50. Y ☐ N ☐ Exits routes from the home are clear of obstruction

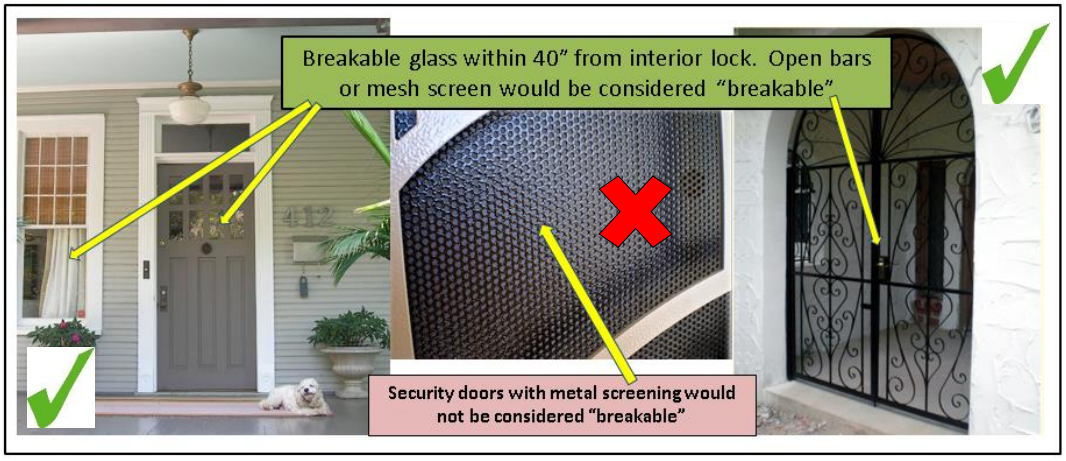
- Furniture placed in front of windows or doors that prevent functionality of the window should be cleared.
- Items stored outside of the window identified as an exit should be cleared to allow for safe egress

51. Y ☐ N ☐ Locks on exterior doors are equipped with an approved quick release mechanism or meet the exception as described below…

- <u>Includes Front Door, Screen Doors, Security Doors, and Bars on Windows</u>
- A quick release mechanism is a lock that can be opened from the inside of the home without special knowledge (such as a combination) or equipment (such as a key or tool).

An exception may be granted if the following criteria are met

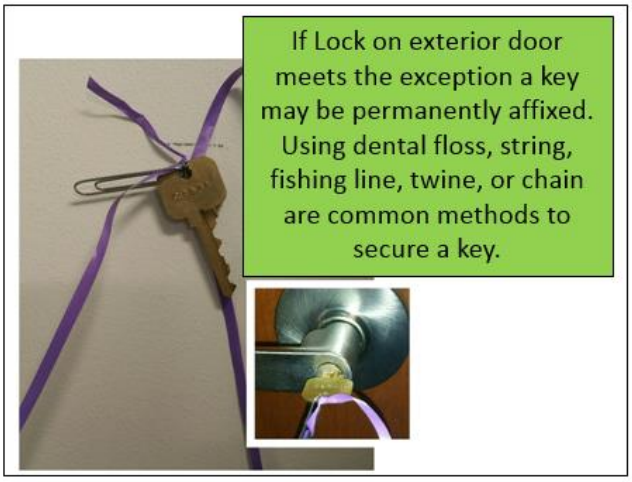
- There is breakable glass within 40 inches of the interior locking mechanism (breakable mesh screen would be in lieu of breakable glass on security door is installations for locks installed on the security door only) AND
- There is another exit with a quick release mechanism on the same level of the premises



If the above criteria has been met then the key for the deadbolt is <u>permanently</u> maintained in a location that is...

- Within 6' of the locking mechanism
- Accessible to all household members
- Reviewed with the persons residing in or receiving care in the home
- Identified on the emergency evacuation plan

**permanently maintained means the key is attached to a string or chain, attached securely to a nail or hook, with the string/chain long enough to reach the lock. The key must not be able to be carried away from the permanent location.*

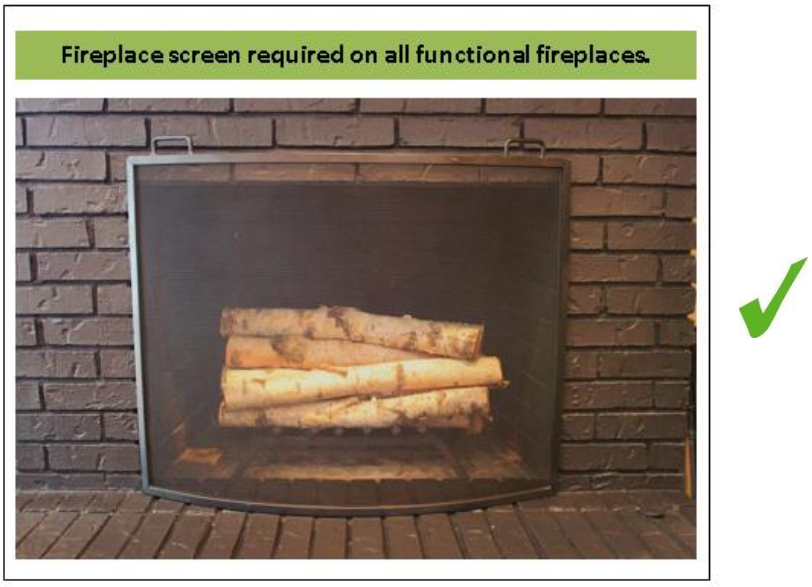


52. Y □ N □ The address for the home is posted as visible from the street

- If not posted and visible all local emergency response teams are notified in writing of the location of the home with a copy of the notification visually verified by the inspector. (applicable in rural locations)

53. Y □ N □ N/A □ Working fireplace or woodstove is protected by an appropriate fire screen sufficient to shield the room from open flames and flying embers

- Working is defined as the fireplace/stove has the ability to function, whether the applicant/licensee utilizes the appliance is irrelevant. Does not apply to outdoor fire pits, outdoor fireplaces, or a Chimenea.



Areas Inspected & Standards

Areas that apply ONLY if items listed in this section (#54-70) are present on the premises

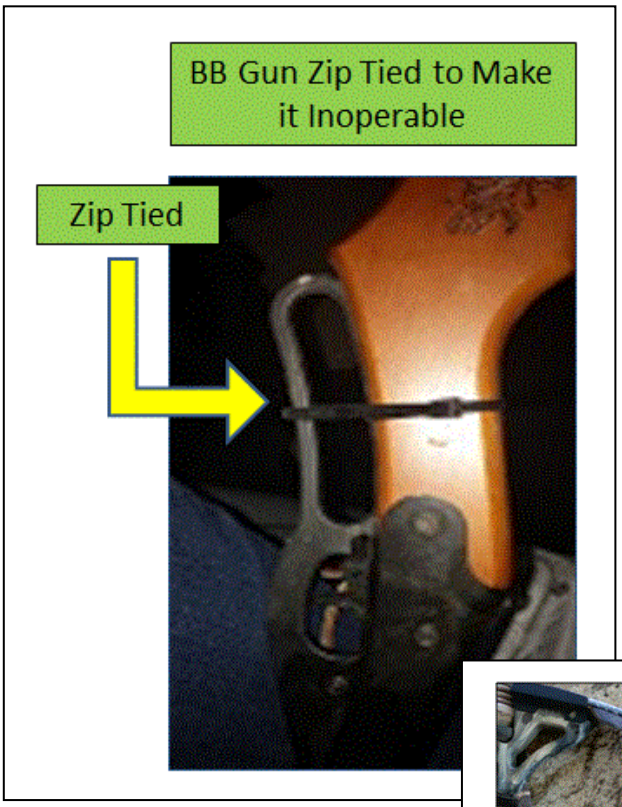
Weapons and Firearms (R21-8-106)..... 26-28
Animals (R21-8-107)..... 29
Fire Safety and Evacuation Plan Requirements (R21-8-112)..... 29
Pool Safety (R21-8-113)..... 30-31

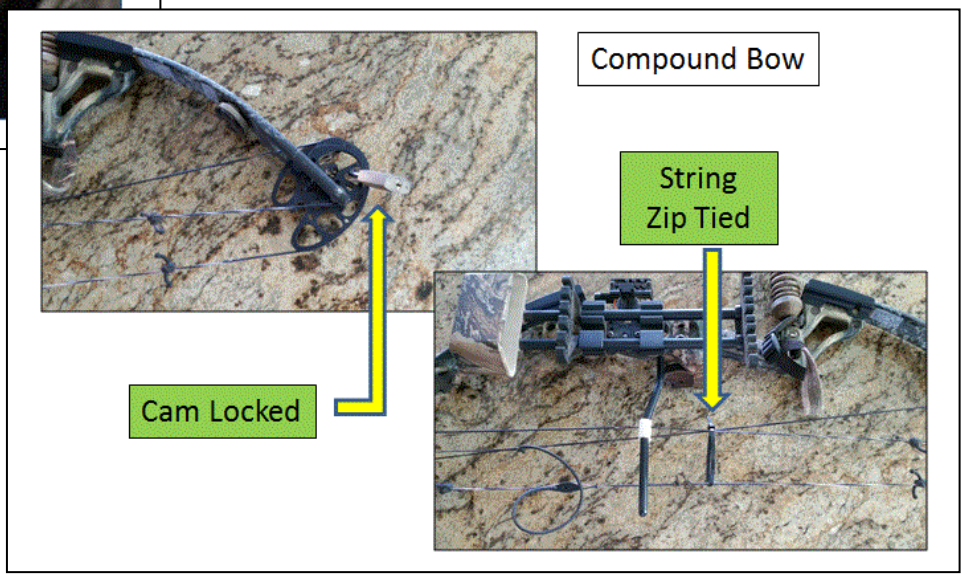
Weapons and Firearms (R21-8-106)

54. Y ☐ N ☐ N/A ☐ The following weapons are <u>INOPERABLE</u> *(per Merriam-Webster "not capable of being used")* AND in a <u>LOCKED AREA</u>* inaccessible to children and safeguarded to prevent unsafe or improper use:

- Air guns – trigger lock, cable lock, zip tie pump action
- Bows and cross-bows – Remove string, lock Cam, or lock string to prevent draw
- Stun guns – Remove projectile
- Hunting slingshots – remove sling
- Hunting knives – Locked in a safe or alternate storage container
- Any other projectile weapon

**A locked area does not include a room used for alternate purposes (ex: laundry room, garage, bedroom, clothing closet, pantry, bathroom, etc.)*

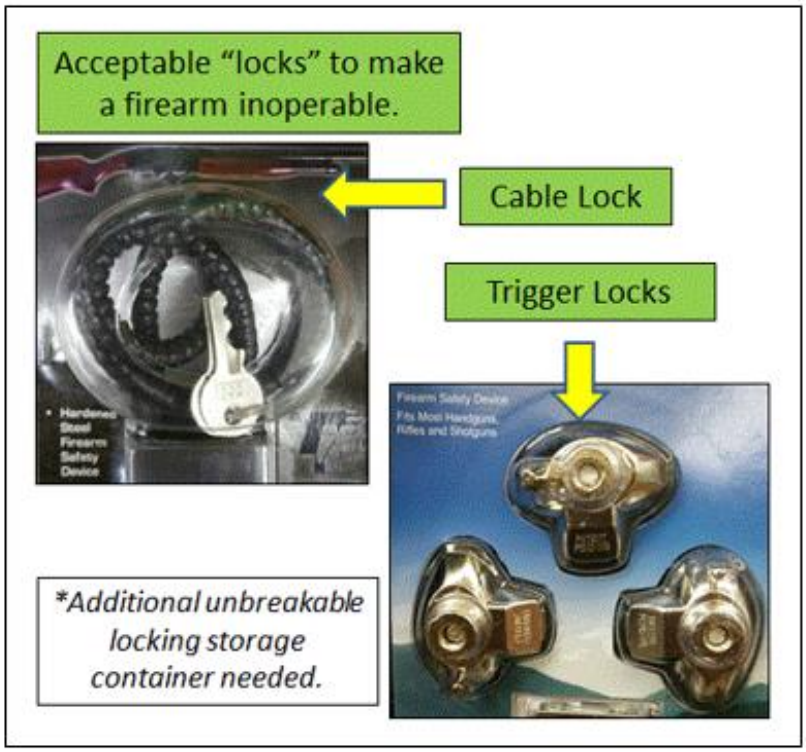




55. Y □ N □ N/A □ Firearms must meet <u>ALL THREE COMPONENTS BELOW</u>:

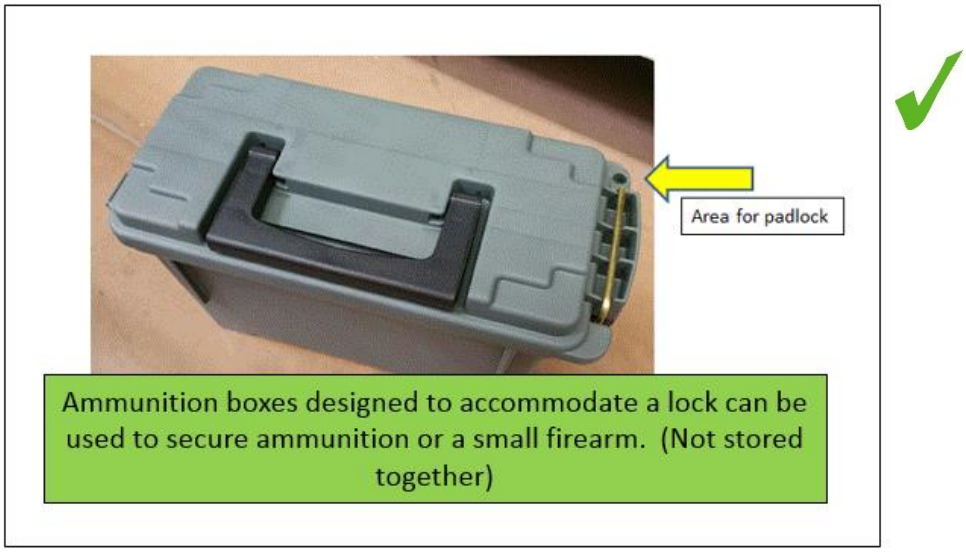
- **Unloaded**
- **Trigger locked**
  - Trigger locks are secure and properly installed on each firearm on the premises. Firearms rendered inoperable will not be accepted in lieu of a trigger lock.
- **Kept in a tamper-proof, locked storage container made of unbreakable material.**
  - Display cases of any type will not be accepted
  - A vehicle, including the trunk, is not an approved "container" to lock firearms.

** Operable and inoperable firearms are required to comply with all rules related to firearms, dismantling a firearm is not accepted*



56. Y □ N □ N/A □ Ammunition is maintained in a locked storage separate from firearms

- Locked storage for ammunition requires a separate key/tool than the locked storage container for the firearms.
- Ammunition includes: bullets, arrows, BB's, pellets, etc.



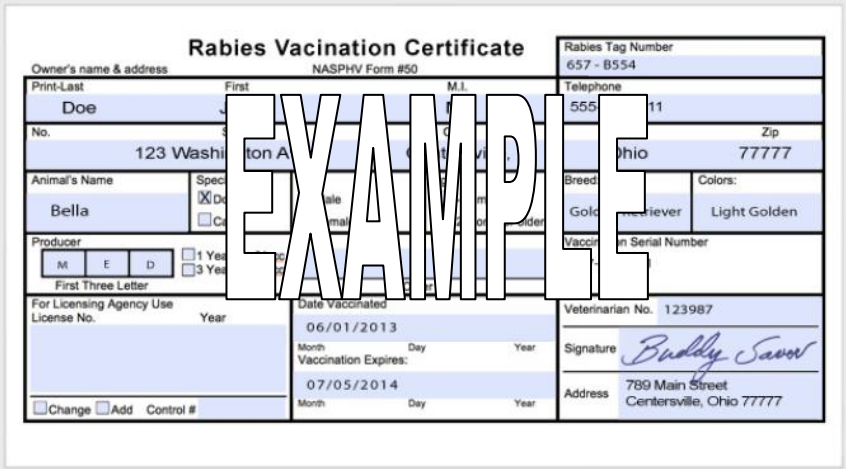
Animals (R21-8-107)

57. Y ☐ N ☐ N/A ☐ No animals on premises pose a threat due to behavior/venom/disease

- Behavior is not threatening or aggressive
- No venomous or diseased animals on the premises

58. Y ☐ N ☐ N/A ☐ All dogs over 6 months of age have current rabies vaccine and verification is at the setting

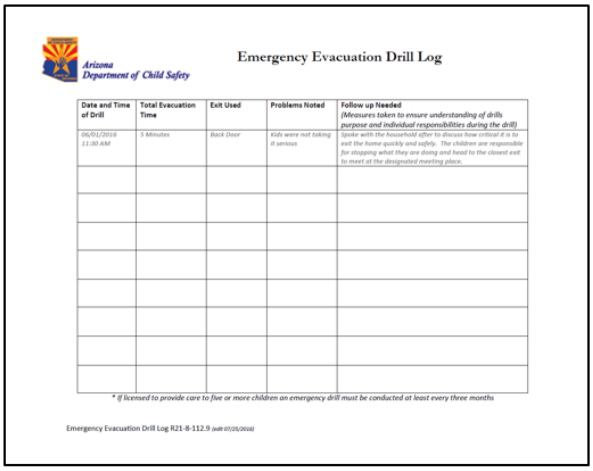
- Dog owners are required by Arizona Revised Statute to have their dogs vaccinated against rabies
- Self-administered rabies vaccinations are not accepted
- All dogs on the premises must have verification at the setting regardless of length of stay
- Must show vaccination record for ALL dogs at the time of the inspection. No exceptions are accepted in lieu of vaccination.



Fire Safety and Evacuation Plan Requirements (R21-8-112)

59. Y ☐ N ☐ N/A ☐ Records available of emergency exit drills if the premises is <u>authorized to provide care to 5 or more children</u> in home citing a drill at least every 3 months

(Drills must be completed on the State *Emergency Evacuation Plan Drill Log*)



Pool Safety (R21-8-113)

BELOW ARE BASIC REQUIREMENTS AS DEFINED IN RULE. PLEASE REVIEW THE LIFE SAFETY POOL GUIDE FOR DETAILS ON POOL ENCLOSURE REQUIREMENTS FOR HOMES LICENSED TO PROVIDE CARE TO CHILDREN UNDER THE AGE OF SEVEN ALL CHILD WELFARE LICENSED FACILITIES.

"**Pool**" means any natural or man-made body of water located at a foster home or on its premises that:

a. Could be used for swimming, recreational, therapeutic, or decorative purposes;
b. Is greater than 18 inches in depth; and
c. Includes swimming pools, spas, hot tubs, fountains, and fishponds.

60. Y ☐ N ☐ N/A ☐ Pool complies with ARS §36-1681

61. Y ☐ N ☐ N/A ☐ Pools are not stagnant, and are clear enough to see the bottom

62. Y ☐ N ☐ N/A ☐ If deeper than 6' has a shepherd's crook attached to a pole AND a ring buoy attached to a rope measuring at least ½ the distance across the pool plus 10'

63. Y ☐ N ☐ N/A ☐ Has a working pump & filtration system if not emptied after each use

64. Y ☐ N ☐ N/A ☐ Fence/barrier meets the following:
(For homes that provide care to a child under the age of seven)

- Exterior is at least 5' high (measured around entire perimeter of fence)
- Exterior free of footholds/handholds (measured within 3' on the exterior side of the enclosure)
- If chain-link/lattice/mesh, openings are less than 1¾" (measured horizontally)
- Openings measure less than 4" (bottom, between slats and all connections)
- Horizontal components are at least 45" apart
- Connection between the panels cannot be separated without a tool or key
- Fence is secured to the ground or has sufficient tension to prevent being lifted more than 4" from the ground at all points
- Gates are self-closing and self-latching and the mechanism is functional and opens away from the pool (all gates must be in full compliance including side yard gates and RV gates. If a gate cannot be made to be self-closing, self-latching, and open away from the pool, it must be secured to not open.)
- Latch is at least 54" above the ground and is locked with a key or combination lock

65. Y ☐ N ☐ N/A ☐ If the home/building constitutes any part of the barrier

- The enclosure does not interfere with safe egress from the home
- A door from the home does not open within the pool enclosure or is permanently locked or barricaded with no key accessible to a child in care unless it is…
    - An exterior door in a bedroom that is not occupied by an individual receiving care under the age of seven and must comply with:

- ✓ Locked at all times with a latch or lock located a minimum of 54" above the floor.
- ✓ Must be self-closing and self-latching
- ✓ Doors that are hinged must swing outward from the pool area.
- ✓ Must meet all rules in regards to doors for egress in fire evacuation rule

- If a window in a bedroom **designated** for use by a child in care **under the age of seven** opens into the pool enclosure, it must be secured to open no more than 4". There must be an alternate means of egress that leads directly to the outside and not within the pool enclosure to ensure Fire Safety rules are maintained.
- A window in a bedroom **not designated** for use by a child in **care under the age of seven** that opens into the pool enclosure, must be secured with a latching device located not less than 54" above the finished floor. (furniture within 36" of the latching device may be considered a foothold)
- Other windows opening into the pool enclosure are permanently secured to open no more than 4"
- No animal or doggie doors shall open directly into the pool enclosure

66. Y □ N □ N/A □ Hot Tubs and spas must have safety covers that are locked when not in use ***(For homes that provide care to a child under the age of seven)***

- A hot tub or spa is required to be fenced for homes providing care to a child under the age of seven. A locking cover is not accepted in lieu of a fence. Fencing is a requirement in addition to a locked cover.
- **Hot tubs and spas that are drained (fenced or unfenced)**
  - Is disconnected from power at all times (disconnection must be verified by inspector. A breaker switched to OFF is not accepted as disconnected from power)
  - Is disconnected from water source at all times
  - Has cover that is locked at all times

67. Y □ N □ N/A □ If pool is drained:

- Licensure for children under the age of seven: Complies with fence/barrier rules detailed above
- Licensure restricted to children seven years of age or more: Is "safeguarded"

Areas Inspected & Standards

Areas that apply to ALL Child Welfare Group Homes / Facilities AND Group Foster Homes

(#68-70)

"Group foster home" means a class of foster home in which the licensed foster parent is certified to provide care to more than five but not more than 10 foster children at a time. "Group foster home" is further defined under A.R.S. § 8-501.

Weapons and Firearms (R21-8-106)	
68. Y □ N □ N/A □	**Weapons are not permitted in a Child Welfare Agency residential group care facility or group foster home.**
Storage of Medication (R21-8-108)	
69. Y □ N □ N/A □	**A Child Welfare Agency provider shall use a Double-lock system for all medications on the premises** • Locks must not include a locked door for a room that serves an alternate purpose (laundry room, garage, office, daily use closets, staff or child bathrooms, kitchens, staff or child bedrooms, etc.)
First Aid Supplies in Addition to R21-8-105	
70. Y □ N □ N/A □	**The following are required in accordance with R6-5-7459:** • Roller gauze • Triangular bandage to be used for a sling • Disposable latex gloves • A pair of scissors • A pair of tweezers • A CPR mouth guard or shield
Emergency Phone Numbers in Addition to R21-8-112	
71. Y □ N □ N/A □	**Phone numbers for the following are required in addition to the numbers identified in R21-8-112** • Address and phone number of the facility • Department of Child Safety Child Abuse Hotline • Non-emergency fire department • Physician

Definitions

As Prescribed in R21-6-101, R21-8-101, & R6-5-7401

"Animal or doggie door" means a small portal in a wall, window, or human door to allow pets to enter and exit a house on their own without a person to open the door.

"Child welfare agency" or **"agency"*(R6-5-7401)***

a. Means:

i. Any agency or institution maintained by a person, firm, corporation, association, or organization to receive children for care and maintenance or for 24-hour social, emotional, or educational supervised care or who have been adjudicated as a delinquent or dependent child.

ii. Any institution that provides care for unmarried mothers and their children.

iii. Any agency maintained by the state, or a political subdivision thereof, person, firm, corporation, association, or organization to place children or unmarried mothers in a foster home.

b. Does not include state operated institutions or facilities, detention facilities for children established by law, health care institutions that are licensed by the department of health services pursuant to Title 36, Chapter 4 or private agencies that exclusively provide children with social enrichment or recreational opportunities and that do not use restrictive behavior management techniques. A.R.S. § 8-501(A) (1).

"**Developmentally appropriate**" means:

a. The activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group; and

b. In the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child

"**Firearm**" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is deigned to expel, or may be readily converted to expel a projectile by the action of an explosive.

"**Foster home**" means a residence where a foster parent lives and includes a detached home, all structures, and the entire premises belonging to the home, including apartments, guest homes, garages, sheds, and motorhomes. "Foster home" is further defined under A.R.S. § 8-501.

"Group foster home" means a class of foster home in which the licensed foster parent is certified to provide care to more than five but not more than 10 foster children at a time. "Group foster home" is further defined under A.R.S. § 8-501.

"**Hazard**" means a condition or situation that may cause or result in physical injury or illness to a child.

"**Home**" means the residence where a foster parent lives. "Home" may be used interchangeably with "foster home."

"**Life Safety Inspection**" means an examination of a family foster home by OLR to verify compliance with standards intended to safeguard a foster child from fire and other hazardous conditions.

"**Lock**" means a device operated by a key, combination, magnet, keycard, or other tool to safeguard medications, swimming pools, weapons, and highly toxic substances.

"**Medication**" means both prescription and over-the-counter remedies.

"Office of Licensing and Regulation" or **"OLR",** means the administration within DCS that is responsible for reviewing and evaluating applications for licensure; supervising and monitoring licensees; and completing all official licensing actions, including issuing, denying, amending, suspending, and revoking a license.

"**Pool**" means any natural or man-made body of water located at a foster home or on its premises that:

a. Could be used for swimming, recreational, therapeutic, or decorative purposes;
b. Is greater than 18 inches in depth; and
c. Includes swimming pools, spas, hot tubs, fountains, and fishponds.

"**Pool enclosure**" means a fence or barrier surrounding a pool and meets the requirements of R21-8-113.

"**Premises**" means:

a. The home; and

b. The property surrounding the home that is owned, leased, or controlled by the applicant or licensee.

"**Provider**" means a licensed foster parent or Child Welfare Agency residential group care facility, and applicants for these licenses.

"**Safeguard**" means to take reasonable measures to eliminate the risk of harm to a foster child. Where a specific method is not otherwise prescribed in this Chapter, safeguarding may include:

a. Locking up a particular substance or item;

b. Putting a substance or item out of reach of a foster child;

c. Erecting a barrier that prevents a foster child from reaching a particular place, item, or substance;

d. Using protective safety devices; or

e. Providing supervision.

"**Skirting**" means the barrier around the base of a mobile home that is intended to protect utility connections from damage or unauthorized contact.

"**Slip-resistant surface**" means flooring that provides friction to help prevent falls when the surface is wet. A slip resistant surface may be achieved by rippling or corrugating the surface, applying textured strips, installing a secured carpet, using rubber mats, and other similar measures.

Emergency Evacuation Plan

Address: _____

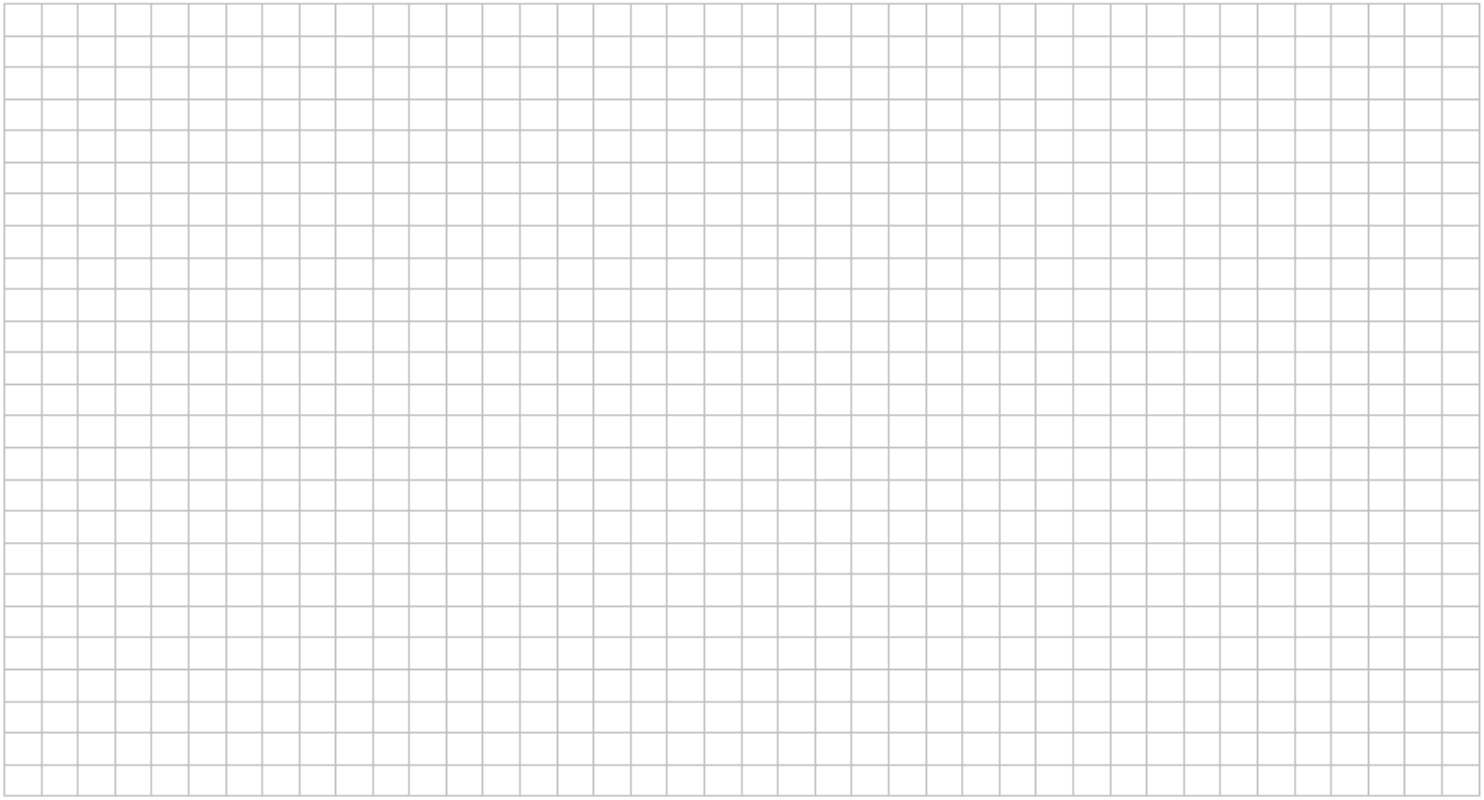
In an emergency call 911

Poison Control 1-800-222-1222

Police non-emergency _____

Crisis Line _____

Family Emergency contact _____



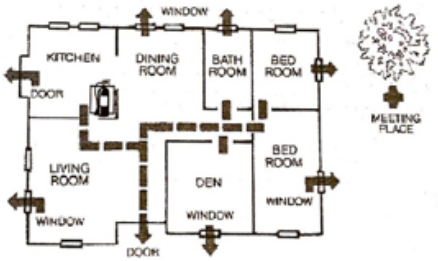
Arizona Department of Child Safety

R21-8-112. Fire Safety and Evacuation Plan Requirements

A written emergency evacuation plan is developed and maintained in the home, to provide guidance on the safe and rapid evacuation of the home.

An emergency evacuation plan shall be posted in a prominent place and…

- Identify multiple exits from the home
- Identify two routes of evacuation from each bedroom on every floor. At least one of the exit routes for these bedrooms leads directly to the outside of the home
- Identify the location of fire extinguishers and fire evacuation equipment, including rope or chain ladders, and emergency lighting, as applicable
- Designate a safe central meeting place close to the home, known to the child, at a safe distance from potential Danger.
- Be maintained in the home to review with individuals residing in or receiving care in the home
- Include the placement of equipment, such as a ladder, that can be safely used by the individuals residing in each upstairs bedroom that have been identified with fire exits.



Emergency Evacuation Plan *(Edit 06/01/2016)*

Arizona Department of Child Safety

Arizona Department of Child Safety

Emergency Evacuation Plan Review Log

Date of Placement	Date of Review	Child Name	Comments	72 Hour	Relocation	Annual

** Review emergency evacuation plan with each child within 72 hours of placement in the home, within 72 hours of the foster parent's relocation to another home, and at least once each year following the child's placement in a foster home (R21-8-112, R21-6-328.C)*

Arizona Department of Child Safety

Emergency Evacuation Drill Log

Date and Time of Drill	Total Evacuation Time	Exit Used	Problems Noted	Follow up Needed *(Measures taken to ensure understanding of drills purpose and individual responsibilities during the drill)*
06/01/2016 11:30 AM	*5 Minutes*	*Back Door*	*Kids were not taking it serious*	*Spoke with the household after to discuss how critical it is to exit the home quickly and safely. The children are responsible for stopping what they are doing and head to the closest exit to meet at the designated meeting place.*

** If licensed to provide care to five or more children an emergency drill must be conducted at least every three months*

Home Evaluation

Things to Do:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Shopping List:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Questions I have prior to my inspection:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

LSI Quick Reference Sheets

Numbers correspond to items in *Preparation Guide*. See *Preparation Guide* for details.

Applies to entire home

- ☐ Interior is clean, sanitary and disinfected to prevent/minimize/control illness (#1)
- ☐ Home/premises is clean to the degree that the condition does not constitute a hazard (#2)
- ☐ Home/premises is in good repair and free from damage that poses a hazard (#3)
- ☐ Garbage is removed from the premises at least once a week (#6)
- ☐ Premises and play areas are free from insect and/rodent infestation (#7)
- ☐ Access to grooming supplies is not restricted (#12)
- ☐ Sewage disposal is functioning (#36)
- ☐ Premises is free from obvious fire hazards (#39)
- ☐ Heating equipment is equipped with appropriate safeguards and maintained by manufacturer (#40)
- ☐ Flammables and combustibles are more than 3' from water heaters, fireplaces and woodstoves (#41)
- ☐ One *Emergency Evacuation Plan* (#47 & 48)
- ☐ One *Emergency Evacuation Plan Review Log* (#49)
- ☐ Locks on exterior doors are equipped with a quick release mechanism (#51)
- ☐ The address for the home is visible from the street (#52)
- ☐ Exit routes from home are free from obstruction (#50)
- ☐ *Emergency Evacuation Drill Log* if home is authorized to provide care to 5 or more children (#59)
- ☐ All appliances are safe and in working order (#21)
- ☐ At least one operational telephone available (#25)
- ☐ Light sockets are equipped with bulbs and securely covered (#23)
- ☐ Electrical panels and outlets are in good repair (#29)
- ☐ Extension cords are not used on permanent basis (#30)
- ☐ All electrical cords are in good condition (#33)
- ☐ Electrical outlets are not overloaded (#34)
- ☐ Mid-sized appliances are plugged into grounded outlets or into a power/strip surge protector (#32)
- ☐ Major appliances are plugged directly into grounded outlets (#31)

If present:

- ☐ Handrails grab bars are securely attached and stationary (#14)
- ☐ Skirting is intact around the base of a mobile home (#15)
- ☐ Portable space heater meet all safety requirements (#27)
- ☐ A carbon monoxide alarm is located on each level of the home that has an appliance or heating device using a combustible (#28)
- ☐ A working fire extinguisher on each level (#43)
- ☐ A working smoke detector on each level (#44)
- ☐ Working fireplace or woodstove is protected by an appropriate fire screen (#53)

Medications, toxic substances and cleaning supplies

- ☐ All highly toxic substances are in locked storage (#9)
- ☐ Child's access to alcohol, hazardous materials, cleaning supplies, poisons is prevented (#10, #11)
- ☐ Medication is maintained in securely locked storage (#17)
  Medication that may be accessed by a foster child per case plan is safeguarded/locked (#19)
- ☐ Medication which must be readily accessible is safeguarded (#20)
- ☐ Refrigerated meds are locked in own space (#18)

First Aid Supplies (#16)

- ☐ Adhesive bandages
- ☐ Adhesive tape
- ☐ Antibiotic ointment
- ☐ Anti-itch ointment
- ☐ Non-latex gloves
- ☐ Cold compress
- ☐ Elastic roller bandage
- ☐ Sterile gauze pads
- ☐ Antiseptic wipes
- ☐ Absorbent compress dressing

Kitchen

- ☐ Refrigerator temperature at or under 41 degrees Fahrenheit (#21)
- ☐ Refrigerated meds are locked in own space (#18)
- ☐ All appliances are safe and in working order (#21)
- ☐ Fire extinguisher rated 2A:10BC (#42)

Living Room, Family Room, Movie Room, Game Room, Dens, Offices (rooms frequently utilized on a daily basis)

- ☐ Smoke detector (#45)
- ☐ Electrical lighting sufficient to perform activities (#22)
- ☐ Adequate heating and cooling available in living areas (#24)

Bedrooms

- ☐ Smoke detector (#46)
- ☐ No portable space heaters (#27)
- ☐ Two routes of evacuation from each bedroom (#47)
- ☐ At least one window or door leads directly to the outside of the home (#47)
- ☐ Electrical lighting sufficient to perform activities (#22)
- ☐ Adequate heating / cooling / ventilation available (#24)

LSI Quick Reference Sheets

Numbers correspond to items in *Preparation Guide*. See *Preparation Guide* for details.

Bathrooms

- ☐ Tubs and showers have a slip resistant surface (#13)
- ☐ Sewage disposal is functioning (#36)
- ☐ One working toilet, wash basin, and shower or tub is available for every 7 persons (#37)

Laundry Room/Area

- ☐ Clothes dryers are safely vented with non-flammable vent hose (#26)
- ☐ Entire laundry room is not used as locked storage for medications or highly toxic substances (#9)

Garage

- ☐ Heating equipment is equipped with appropriate safeguards as maintained by manufacturer (#40)
- ☐ Flammables and combustibles are more than 3' from water heaters, fireplaces and woodstoves (#41)
- ☐ Premises is free from obvious fire hazards (#39)
- ☐ All highly toxic substances are in locked storage (#9)

Animals/Pets

- ☐ No animals on the premises pose a threat due to behavior/venom/disease (#57)
- ☐ All dogs over age of 6 months have current rabies vaccination and it is available at the setting (#58)

Weapons

- ☐ Weapons are inoperable and locked (#54)
- ☐ Firearms are unloaded, trigger locked, kept in tamper proof storage made of wood, hard plastic or metal (#55)
- ☐ Ammunition is maintained in a locked storage separate from firearms/weapons (#56)

Backyard/Front Yard

- ☐ Play areas and equipment are in good repair, trampoline mats and pads are free of tears (#4)
- ☐ Garbage is removed at least once a week (#6)
- ☐ No insect or rodent infestation (#7)
- ☐ Swing sets are securely anchored to the ground (#5)
- ☐ Excessive weeds or brush are trimmed or removed (#8)

Water

- ☐ A continuous safe source of drinking water is available (#35)
- ☐ Water testing has been completed if home uses a non-municipal water source (arsenic, lead, copper, total coliform bacteria, nitrates) (#38)

Pool (*see Pool Guide*)

- ☐ Complies with ARS 36-1681 (#60)
- ☐ Pools are not stagnant and clear enough to see the bottom (#61)
- ☐ A shepherd's crook and ring buoy with rope attached if deeper than 6ft (#62)
- ☐ Has a working pump and filtration system if not emptied after each use (#63)
- ☐ Fence/barrier if seeking licensure for children under the age of 7 (#64)
- ☐ Hot tubs and spas have locked safety covers (under the age of 7) (#66)
- ☐ Drained pool meets pool enclosure rules if licensed under the age of 7 (#67)
- ☐ Drained pool meets pool is safeguarded if NOT licensed for under the age of 7 (#67)
- ☐ Pool enclosure does not prevent safe egress from the home, a door in common use room does not open into the enclosure or is barricade or permanently locked, no bedroom window used by a child in care under the age of 7 opens into the pool enclosure, other windows are permanently secured to open no more than 4" (#65)

Child Welfare Agency

- ☐ Weapons are not permitted in a Child Welfare Agency, residential group care facility or group foster home (#68)
- ☐ A child welfare agency shall use a double lock system for all medications on the premises (#69)
- ☐ Additional first aid supplies: roller gauze, triangular bandage to be used for sling, disposable latex gloves, a pair of scissors, a pair of tweezers, a CPR mouth guard or shield (#70)
- ☐ Additional phone numbers required: address and phone number of the facility, DCS Hotline, non-emergency fire department, physician (#71)