

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-111. Emergency plan; safety; security.

(a) Emergency plan. Each permittee and each licensee shall implement an emergency plan to provide for the safety of juveniles, staff members, volunteers, and visitors in emergencies.

(1) The emergency plan shall include the following information:

(A) Input from local emergency response entities, including fire departments, law enforcement, and local health care providers;

(B) the types of emergencies likely to occur in the center or near the center, including fire, weather-related events, missing or runaway juveniles, chemical releases, utility failure, intruders, and an unscheduled closing;

(C) the types of emergencies that could require evacuating the center and the types that could require the juveniles, staff members, volunteers, and visitors to shelter in place;

(D) participation in community practice drills for emergencies;

(E) procedures to be followed by staff members in each type of emergency;

(F) designation of a staff member to be responsible for each of the following:

(i) Communicating with emergency response resources, including the fire department, law enforcement, and local health care providers;

(ii) ensuring that all juveniles, staff members, volunteers, and visitors are accounted for;

(iii) taking the emergency contact numbers and a cell phone; and

(iv) contacting the parent, legal guardian, or placing agent of each juvenile;

(G) the location and means of reaching a shelter-in-place area in the center, including safe movement of any juvenile, staff member, volunteer, or visitor with special health care or mobility needs; and

(H) the location and means of reaching an emergency site if evacuating the center, including the following:

(i) Safely transporting the juveniles, including juveniles with special health care or mobility needs;

(ii) transporting emergency supplies, including water, food, clothing, blankets, and medications; and

(iii) obtaining emergency medical care.

(2) The emergency plan shall be kept on file in the center.

(3) Each staff member shall be informed of and shall follow the emergency plan.

(4) The emergency plan shall be reviewed annually.

(5) The location and means of reaching the shelter-in-place area or an emergency site if evacuating shall be posted in a conspicuous place in the center.

(b) Fire drills. Each permittee and each licensee shall ensure that a fire drill is conducted six times per year and is scheduled to allow participation by each juvenile. The date and time of each drill shall be recorded and kept on file at the center for one calendar year.

(c) Tornado drills. Each permittee and each licensee shall ensure that a tornado drill is conducted six times per year and is scheduled to allow participation by each juvenile. The date and time of each drill shall be recorded and kept on file at the center for one calendar year.

(d) Direct supervision and reporting. Each permittee and each licensee shall implement policies and procedures that include the use of a combination of direct supervision, inspection, and accountability to promote safe and orderly operations. The policies and procedures shall be developed with input from local law enforcement and shall include all of the following requirements:

(1) Written shift assignments shall state the duties and responsibilities for each staff member.

(2) A shift report prepared and maintained by supervisory staff members shall document routine and emergency situations.

(3) Security devices, including locking mechanisms on doors and any delayed-exit mechanisms on doors, shall have current written approval from the state fire marshal

and shall be regularly inspected and maintained, with any corrective action completed as necessary and recorded.

(4) The use of mace, pepper spray, and other chemical agents shall be prohibited.

(5) No juvenile shall have access to any weapons.

(6) Provisions shall be made for the control and use of keys, tools, medical supplies, and culinary equipment.

(7) No juvenile or group of juveniles shall exercise control or authority over another juvenile, have access to the records of another juvenile, or have access to or the use of keys that control security.

(8) Provisions shall be made for handling runaways and unauthorized absences of juveniles.

(9) Provisions shall be made for safety and security precautions pertaining to any vehicles used to transport juveniles.

(10) Procedures shall ensure the prompt reporting of any illegal act committed in the facility.

(11) Provisions shall be made for the control of prohibited items and goods, including the screening and searches of juveniles and visitors and searches of rooms, spaces, and belongings.

(12) Procedures shall ensure the documentation of all incidents. The procedures shall include the following:

(A) A written report of each incident shall be submitted to the administrative director no later than the end of the shift during which the incident occurred. A copy of each report shall be kept in the record of each juvenile involved in the incident.

(B) A report of each incident shall be made as required in K.A.R. 30-47-122.

(e) Storage and use of hazardous substances and unsafe items. Each permittee and each licensee shall ensure that the following requirements are met for the storage and use of hazardous substances and unsafe items:

(1) No juvenile shall have unsupervised access to poisons, hazardous substances, or flammable materials. These items shall be kept in locked storage when not in use.

(2) Provisions shall be made for the safe and sanitary storage and distribution of personal care and hygiene items. The following items shall be stored in an area that is either locked or under the control of staff members:

- (A) Aerosols;
- (B) alcohol-based products;
- (C) any products in glass containers; and
- (D) razors, blades, and any other sharp items.

(3) Policies and procedures shall be developed and implemented for the safe storage and disposal of prescription and nonprescription medications.

(A) All prescription and nonprescription medications shall be stored in a locked cabinet located in a designated area accessible to and supervised by staff members only.

(B) All refrigerated medications shall be stored under all food items in a locked refrigerator, in a refrigerator in a locked room, or in a locked medicine box in a refrigerator.

(C) Medications taken internally shall be kept separate from other medications.

(D) All unused medications shall be accounted for and disposed of in a safe manner, including being returned to the pharmacy, transferred with the juvenile, or safely discarded.

(4) Each center shall have first-aid supplies, which shall be stored in a locked cabinet located in a designated area accessible to and supervised by staff members only.

(Authorized by K.S.A. 65-536, 75-3084, and 75-3085; implementing K.S.A. 65-504, 65-508, and 65-536; effective June 7, 2024.)

***** Authenticated Kansas Administrative Regulation *****