



Life Safety Inspections Preparation Guide

Office of Licensing and Regulation
602-255-2801

LSIQuestions@azdcs.gov

Table of Contents

| | |
|---|--------------|
| Life Safety Inspection Overview/Background | 3 |
| Welcome Message..... | 3 |
| Purpose of Inspection | 3-4 |
| What to Expect | 4-5 |
| Use of this Guide..... | 5 |
| When and How is a Life Safety Inspection Scheduled..... | 5-6 |
| | |
| Areas Inspected & Standards (All Residents)..... | 7 |
| General Condition and Cleanliness (R21-8-104). | 8-10 |
| Safeguarding of Hazards and First Aid Supplies (R21-8-105)..... | 11-13 |
| Storage of Medication (R21-8-108). | 14-15 |
| Safe Appliances (R21-8-109). | 16 |
| Electrical Safety (R21-8-110)..... | 17-18 |
| Water and Plumbing Requirements (R21-8-111). | 18 |
| Fire Safety (R21-8-112). | 19-23 |
| Emergency and Disaster Plan (R21-8-113)..... | 24-25 |
| | |
| Areas Inspected & Standards (If Applicable)..... | 26 |
| Weapons and Firearms (R21-8-106). | 27-29 |
| Animals (R21-8-107)..... | 29 |
| Emergency & Disaster Plan Requirements for 5 or more or Residential Group Care (R21-8-113)..... | 30-31 |
| Pool Safety (R21-8-114)..... | 31-32 |
| | |
| Areas Inspected & Standards (Child Welfare / Group Foster Homes) | 33 |
| Weapons and Firearms (R21-8-106). | 33 |
| Storage of Medication (R21-8-108). | 33 |
| | |
| Definitions | 35-37 |
| | |
| Emergency Evacuation Plan & Emergency Phone Numbers..... | 37-38 |
| | |
| Emergency Evacuation Plan Review Log..... | 39 |
| | |
| Emergency Evacuation Drill Log..... | 40 |
| | |
| LSI Quick Reference Sheets | 41-42 |
| | |
| Home Evaluation | 43 |
| | |
| EOE/ADA/GINA Disclosure..... | 44 |

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 Department of Child Safety (DCS) have done so due to varying circumstances. Some have entered in to 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 must 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 come from 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 must 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 may have not encountered 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 have not had those learning experiences. 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 Life Safety Inspection (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 a DCS-OLR inspector.

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 premises. Such as weapons, firearms, or pools. Please take the time to review these to make sure your home is 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 how 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 inspections are requested using the Department's electronic database, 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 is 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 the Department's electronic database, by the licensing agency, an automatic email is generated and sent to the assigned licensing specialist linked to the family in the Department's electronic database and the email address, if applicable, that is listed in the Department's electronic database 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 modifications 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 ALL
Residences*

(#1-55)

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 smells

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

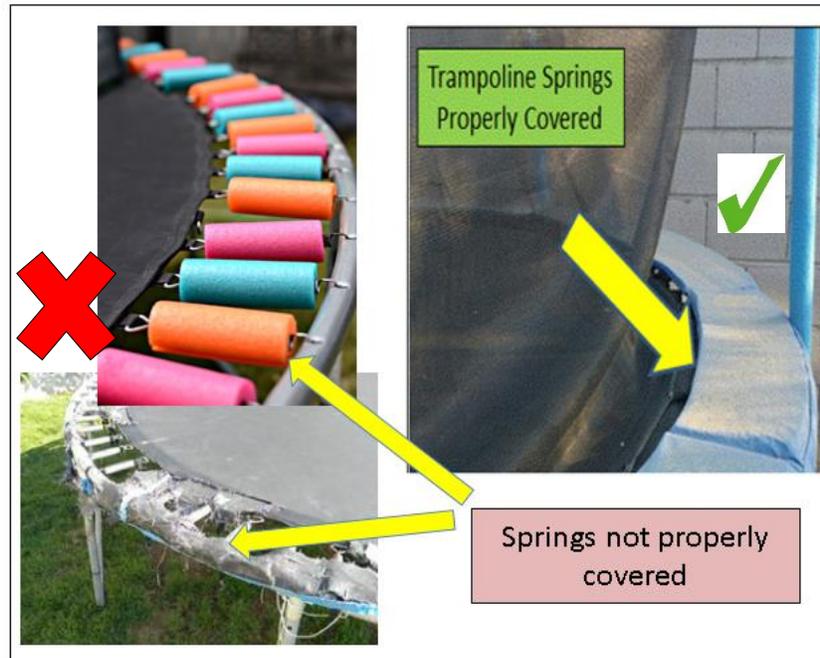
“Operative or inoperative but fractured or damaged and no longer functions as intended”

- 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**

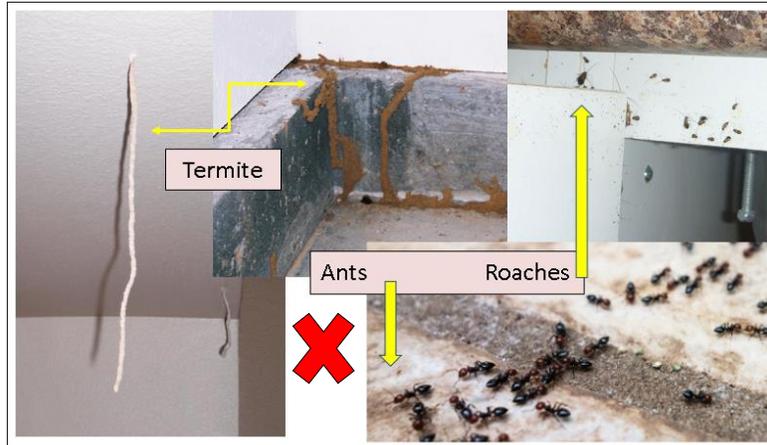
- No leg leaves the ground when swing is in use and anchor can be verified



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

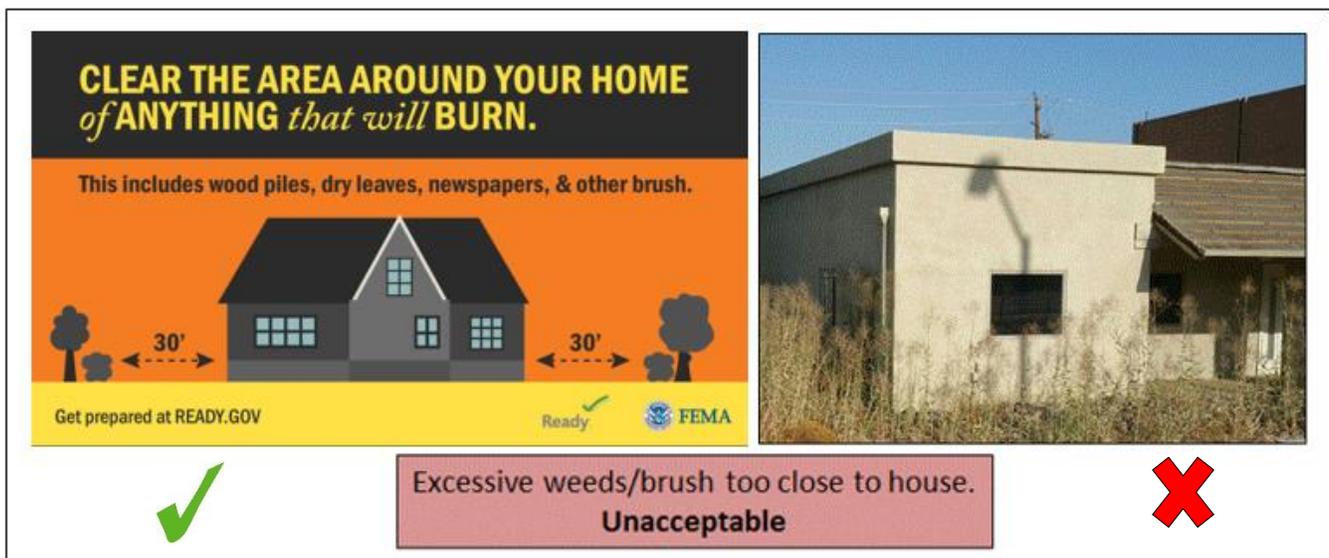
7. Y N Premises and play areas are free from insect and/or rodent infestation

- 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)



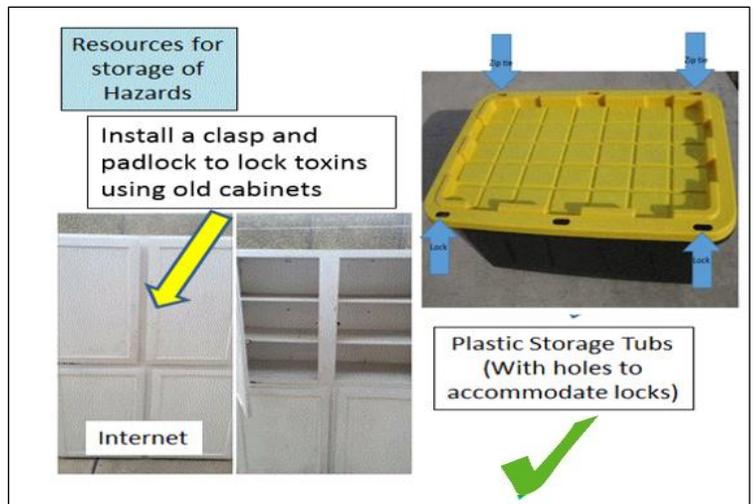
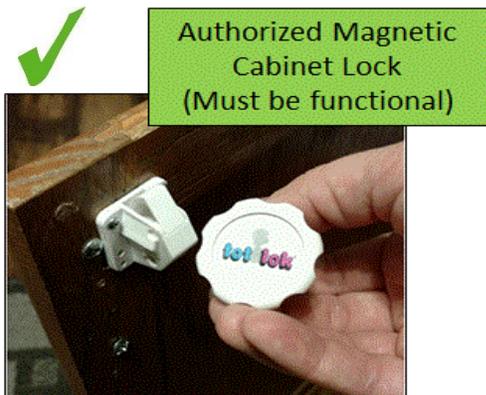
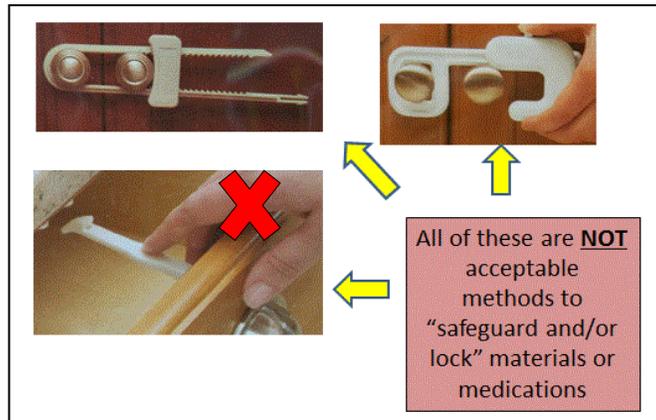
Safeguarding of Hazards (R21-8-105)

9. Y □ N □ Highly toxic substances are in locked storage including:

- Gasoline
- Lighter Fluid
- Pesticides
- Radiator Fluid
- Ammonia
- Bleach
- Spray Paint
- Turpentine
- Drain Cleaner
- Fingernail Polish Remover
- Poison
- Highly flammable liquid and vapor

And any other substances that can cause serious bodily harm or death if improperly used.

** 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. Some of these items would include: Spray cleaners, laundry detergent, furniture polish, and dishwasher detergent. 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
- Grouted tile
- Decals or textured strips
- Non-slip mats

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

- Shower stalls
- Porch / deck railings
- Staircase

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.

**A standard first aid kit purchased from a store or pharmacy typically consists of the following items with the exception of anti-itch ointment and an elastic roller bandage.*

- 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.)



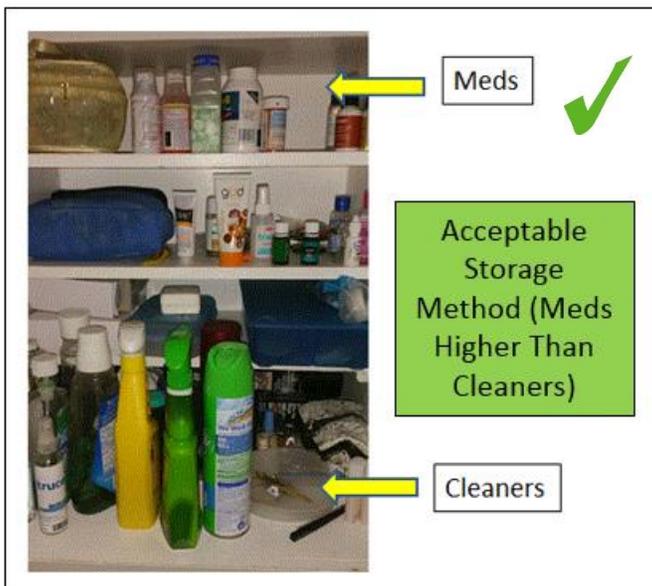
**OLR recommends a water temperature of 120 degrees Fahrenheit or below. The inspector will measure the water temperature and inform the family if higher than the recommended limit noting this on the form being left with you.*

Storage of Medication (R21-8-108)

17. Y N Medication is maintained in securely fastened and locked storage*
OLR requires the following items to be locked:

- 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 **Refrigerated medication is in locked storage and does not prevent a child's access to food in the refrigerator**



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

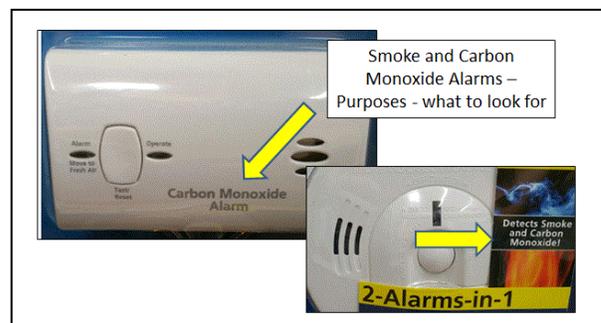
20. Y N N/A **Medication which must be readily and immediately accessible is safeguarded**

- Asthma inhaler (primary inhaler only)
- Auto-injector such as an Epi-Pen or Insulin-Pen
- Naloxone Nasal Spray



Safe Appliances (R21-8-109)

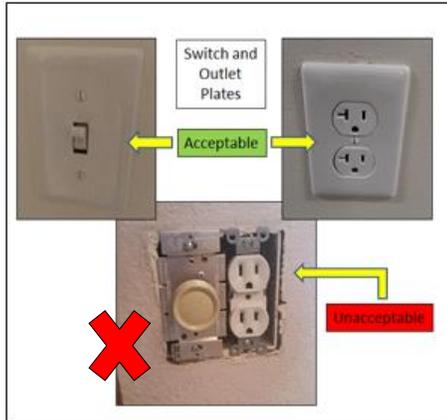
21. **Y** **N** **Safe and functioning appliances are available for food refrigeration and cooking**
- Perishable food items are stored in a functioning refrigerator at or below 41° Fahrenheit
 - An outdoor cooking appliance that uses charcoal or gas is not used indoors
22. **Y** **N** **Electrical lighting 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 fuel:**
- 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 **Extension cords are not used on a permanent basis**

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



31. Y N **Major appliances are plugged directly into grounded outlets**

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

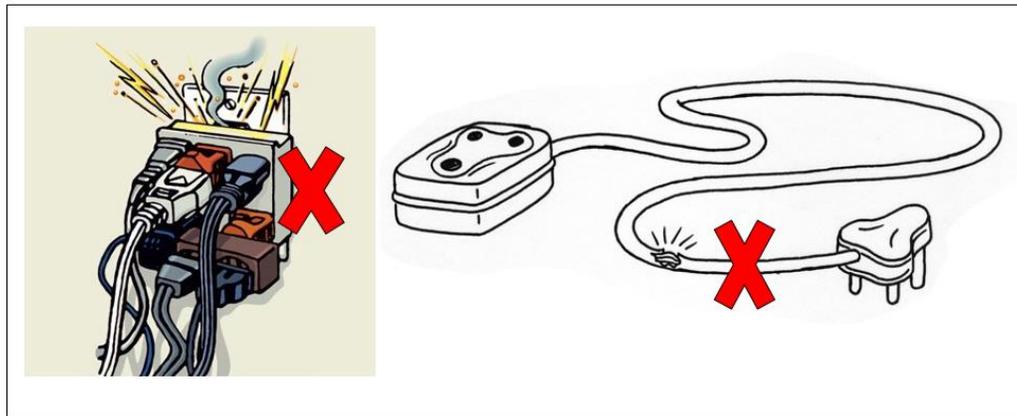
32. Y N **Mid-sized appliances are plugged directly into grounded outlets or into a power strip/surge protector which is plugged into a grounded outlet**

- 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 #38 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 shall supply a written water analysis report meeting the following criteria:**

- From a laboratory certified by the Arizona Department of Health Services
- Shall be completed no more than 12 months prior to the date of the Life Safety Inspection (LSI) completed by OLR.
- Be available in the home at all times and presented at the time of inspection
- If the analysis report details contaminants are found to exceed acceptable state and federal standards for drinking water, the provider shall prepare a plan with the guidance of the licensing agency or OLR to include:
 - How the provider will ensure safe drinking water will be available in the home
 - Efforts/steps taken to reduce identified contaminants to meet state and federal standards for drinking water
 - OLR must approve the plan
- For assistance with locating a certified laboratory go to www.azdhs.gov

Fire Safety (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)

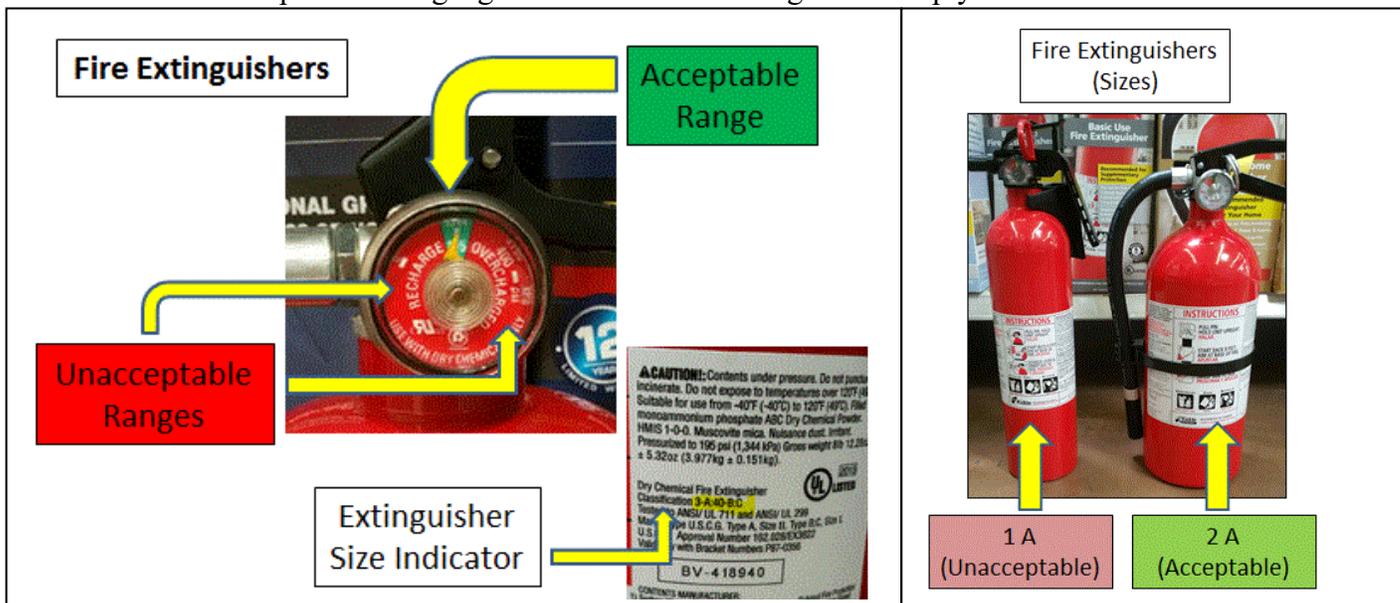
42. Y N N/A Working fireplace or woodstove is protected by an appropriate fire screen sufficient to shield the room from open flames and flying embers

- 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.



43. Y N A Working fire extinguisher with a rating of at least 2A 10BC is available in the kitchen area

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



44. Y N N/A A working fire extinguisher with a rating of at least 2A 10BC 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

45. 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

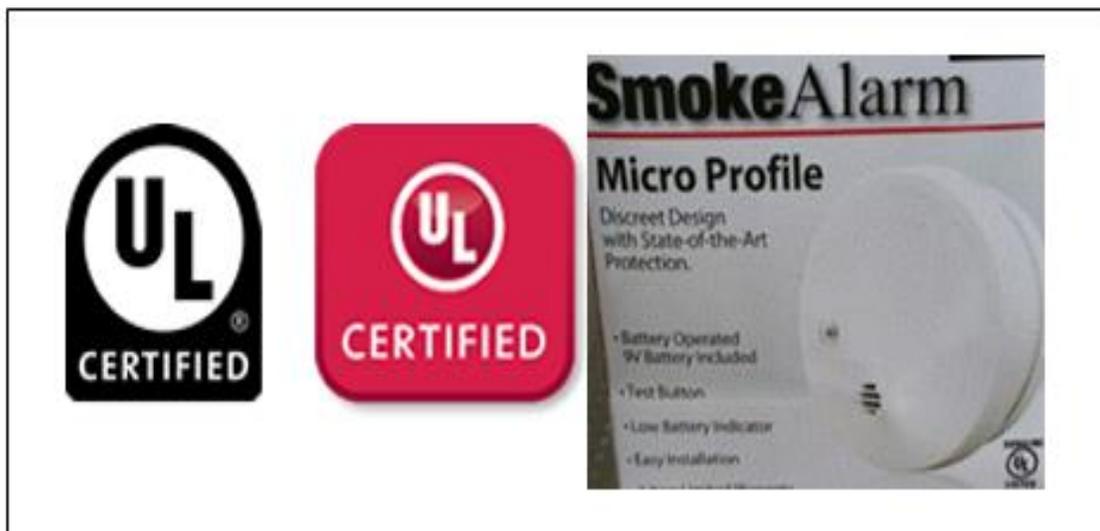
46. Y N **At least one working UL* approved smoke detector is installed in each living area**

- 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.

47. Y N **At least one working UL* approved smoke detector is installed in EACH BEDROOM**

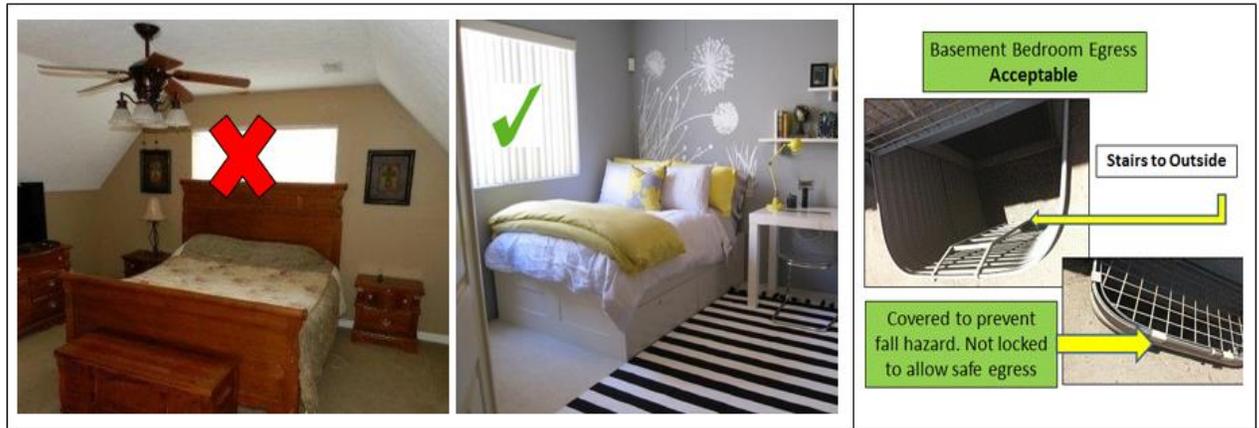
- Every bedroom in the home regardless of occupant
- A bed, futon, or other furniture used for sleeping designates the room as a bedroom

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



48. 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



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

- Includes Front Door, Screen Doors, Security Doors, and Bars on Windows
- 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

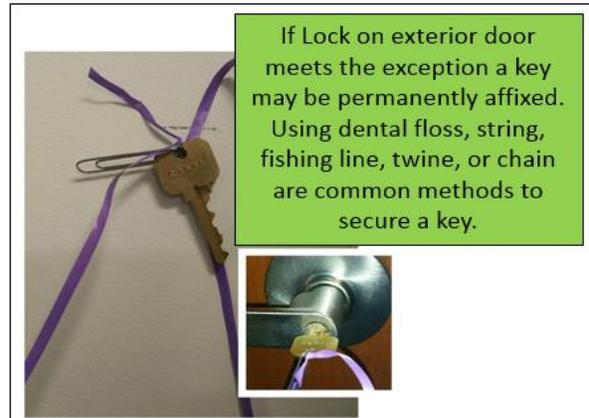
- There is breakable glass within 40 inches of the interior locking mechanism (breakable mesh screen would be in lieu of breakable glass on security door is installations for locks installed on the security door only) AND
- There is another exit with a quick release mechanism on the same level of the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



If the above criteria has been met then the key for the deadbolt is permanently 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.*



50. 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)



- At least one of the exit routes for these bedrooms shall lead directly to the outside of the home. ***If that exit leads into an area that serves as a pool enclosure, a child six years of age or less receiving care in the home shall not reside in that bedroom.***
 - If the exit is a window, it shall be secured with a latching device located a minimum of 54 inches above the floor
 - If the exit is a door, it shall be locked at all times with a latching device or lock located a minimum of 54 inches above the floor. If there is no quick release mechanism on the lock, it must comply with the provisions of R21-8-112(7), and a key for the deadbolt shall be located a minimum of 54 inches above the floor
 - Bedroom doors that lead into an area that serves as a pool enclosure shall comply with this Section and also be self-closing and self-latching. Such doors that are hinged shall also swing outward from the pool area.

54. Y N The plan shall identify:

- The location of fire extinguishers
- The location of fire evacuation equipment, including rope or chain ladders, and emergency lighting, as applicable
- And designate a safe central meeting place close to the home
- All windows that are fire exits, windows that are fire exits must have enough space for an adult to move through.
- Each bedroom used by a foster child or child in a residential group care facility.
- Two exits from each bedroom, one opening directly to the outside and the other shall be a path through the premises leading to a door that opens to the outside.

A garage door that opens either manually by lifting or with an automatic opener shall not be accepted as an exit.

Areas Inspected & Standards

Areas that apply ONLY if items listed in this section (#56-79) are present on the premises

| | |
|---|-------|
| Weapons and Firearms (R21-8-106)..... | 28-30 |
| Animals (R21-8-107)..... | 30-31 |
| Emergency & Disaster Plan Requirements for 5 or more or Residential Group Care (R21-8-113)..... | 31-32 |
| Pool Safety (R21-8-114)..... | 32-34 |

Weapons and Firearms (R21-8-106)

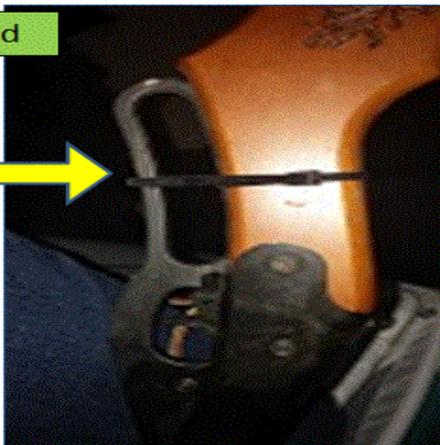
55. Y N N/A The provider shall store the following weapons in an **INOPERABLE** (*per Merriam-Webster “not capable of being used”*) condition in a **LOCKED AREA*** inaccessible to children and safeguarded to prevent unsafe or improper use:

- Air guns – including BB guns
- 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

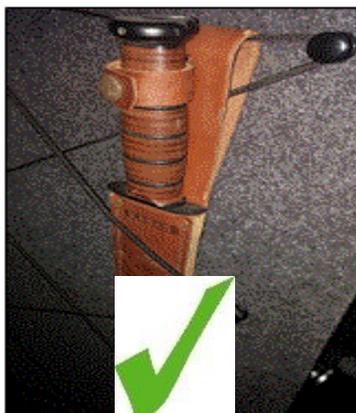
*A locked area does not include a room used for alternate purposes (ex: laundry room, garage, bedroom, clothing closet, pantry, bathroom, etc.)

BB Gun Zip Tied to Make it Inoperable

Zip Tied



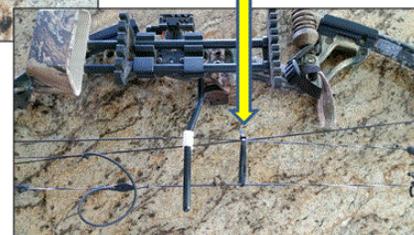
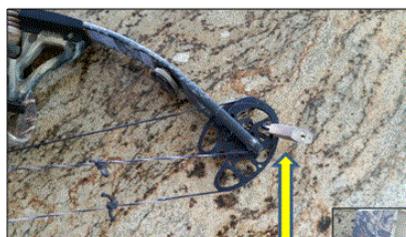
Knife locked up in a container or safe



Compound Bow

String Zip Tied

Cam Locked



56. Y N N/A **Firearms must be:**

- **Unloaded**
- **Kept in a tamper-proof, locked storage container made of unbreakable material.**
 - Firearms are not stored in a container used for alternate purposes
 - Display cases of any type will not be accepted
 - A vehicle, including the trunk, is not an approved “container” to lock firearms.



57. Y N N/A **Ammunition is maintained in locked storage**

- Ammunition includes: bullets, arrows, BB's, pellets, etc.



58. Y N N/A OLR may approve a provider who is a foster parent applicant or foster parent who is also a law enforcement official, to maintain an assigned duty weapon when they:

- Obtain documentation that the jurisdiction requires them to have ready, and immediate access to the weapons at all times
- Obtain documentation that the jurisdiction requires them to have their weapon stored in an official law enforcement vehicle, if applicable, which would prevent them from meeting the provisions of subsection (A)
- Provide official documentation that they have been trained in the law enforcement protocols for the safe use and carrying of a firearm
- Maintain the weapon according to the provisions of this Section when the weapon is not on their person
- Develop a safety plan with the guidance of the licensing agency; and
- Obtain approval from OLR.

Animals (R21-8-107)

59. 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

60. Y N N/A All dogs over 6 months of age have current rabies vaccinations and verification is maintained in the home

- Dog owners are required by Arizona Revised Statute to have their dogs vaccinated against rabies
- Vaccinations shall be administered by a veterinarian
- 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.

| Rabies Vaccination Certificate | | | | Rabies Tag Number | |
|--|---------------|--|--|--|--------------------------|
| Owner's name & address NASPHV Form #50 | | | | 657 - 8554 | |
| Print-Last Doe | First Jack | M.I. M. | Telephone 555-111-1111 | | |
| No. | Street | City | State Ohio | Zip 77777 | |
| Animal's Name Bella | | Species <input checked="" type="checkbox"/> Dog <input type="checkbox"/> Cat | Sex <input type="checkbox"/> M <input checked="" type="checkbox"/> F | Age | Color Retrieht Golden |
| Producer M E | | Vaccination Serial Number 98 | | Date Vaccinated 06/01/2013 | |
| For Licensing Agency Use License No. Year | | Date Vaccination Expires: 07/05/2014 | | Veterinarian No. 123987 | |
| <input type="checkbox"/> Change <input type="checkbox"/> Add Control # | | Month Day Year | | Signature <i>Buddy Savor</i> | |
| | | Month Day Year | | Address 789 Main Street Centersville, Ohio 77777 | |

Emergency & Disaster Plan (R21-8-113)

61. Y N N/A Premises authorized to provide care or services to five or more children shall train staff and children in evacuation procedures and conduct emergency drills at least every three months as prescribed in this subsection.

62. Y N N/A Practice drills shall include:

- Actual evacuation of children to safe areas, outside, and beyond the home
- Being held at random times and under varying conditions to simulate the possible conditions in case of fire or other disaster
- All persons in the home participating in the drill
- Documentation be maintained for each emergency drill and shall include:
 - Date and time of drill
 - Total evacuation time
 - Exits used
 - Problems noted
 - And measures taken to ensure that a foster child or a child in a residential group home facility understand the purpose of a drill and his or her responsibilities during a drill.

63. Y N N/A A provider shall submit a copy of the emergency and disaster plan to the licensing agency or placing entity, as applicable.

64. Y N N/A Emergency Drill records are available if the setting is authorized to provide care to 5 or more children, citing a drill at least every 3 months

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



Emergency Evacuation Drill Log

| Date and Time of Drill | Total Evacuation Time | Exit Used | Problems Noted | Follow up Needed <small>(Measures taken to ensure understanding of drills purpose and individual responsibilities during the drill)</small> |
|------------------------|-----------------------|-----------|---------------------------------|---|
| 06/01/2019 11:30 AM | 3 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

Emergency Evacuation Drill Log R21-8-112.9 use 01/26/2008

65. 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.

Pool Safety (R21-8-114)

**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/Child Welfare Agency 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.

66. Y N N/A **Pool complies with ARS §36-1681**
67. Y N N/A **Pools are not stagnant, and are clear enough to see the bottom**
68. 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’**
69. Y N N/A **Has a working pump & filtration system if not emptied after
each use**
70. Y N N/A **Fence/barrier meets the following:**

(For homes that provide care to a child under the age of seven or are a Child Welfare Agency)

- 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)
Chicken wire & other light gauge wire is prohibited
- 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

71. 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 bedroom with an exterior **door** or **window** opening directly into a pool area can **not** be occupied by a foster child under the age of 7, or by a child residing in a residential group care facility.

72. Y N N/A An exterior door, opening directly into the pool enclosure, in a bedroom that is not occupied by an individual receiving care under the age of seven or in a residential group facility must:

- Be locked at all times with a latch or lock located a minimum of 54” above the floor.
- Be self-closing and self-latching
- Be hinged so it opens outward away from the pool.
- Meet all rules in regards to doors for egress in fire evacuation rule including the availability of a quick release mechanism for the exit window or door (R21-8-112).

73. Y N N/A Other windows (not bedroom windows) that open into the pool enclosure are permanently secured to open no more than 4 inches.

74. No animal or “doggie” doors shall open directly into the pool enclosure

75. 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.

76. 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

77. 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 older: Is “safeguarded”

Areas Inspected & Standards

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

(#81-84)

“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)

78. 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)

79. 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

80. Y N N/A The following are required as listed in R6-5-7452:

- 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

81. Y N N/A Phone numbers for the following are required as listed in R6-5-7465:

- 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.

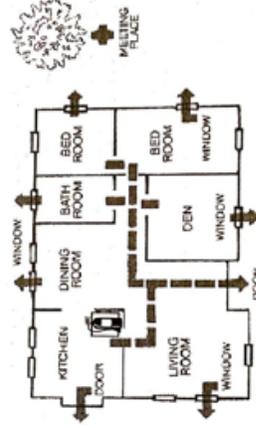
“Structural Modification” means adding or removing walls, windows or doors or converting a garage, attic, basement, or other similar space into a bedroom.

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.



Arizona
Department of Child Safety

Emergency Evacuation Plan (Edit 06/01/2016)



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 drill purpose and individual responsibilities during the drill) |
|------------------------|-----------------------|-----------|-----------------------------------|---|
| 06/01/2016 11:30 AM | 5 minutes | Back Door | Kids were not taking it seriously | Spoke with the household after the drill 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. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Foster homes licensed to provide care for five or more children must be complete an emergency drill at least every three months
*Child Welfare Agencies must complete a drill at least once a month

LSI Quick Reference Sheets

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

Applies to entire home

- | | | |
|---|--|---|
| <input type="checkbox"/> Interior is clean, sanitary and disinfected to prevent/minimize/control illness (#1) | <input type="checkbox"/> One <i>Emergency Evacuation Plan Review Log</i> (#67) | <input type="checkbox"/> Electrical outlets are not overloaded (#34) |
| <input type="checkbox"/> Home/premises is clean to the degree that the condition does not constitute a hazard (#2) | <input type="checkbox"/> <i>Emergency Evacuation Plan</i> (#52, #55, #66) | <input type="checkbox"/> Mid-sized appliances are plugged into grounded outlets or into a power/strip surge protector (#32) |
| <input type="checkbox"/> Home/premises is in good repair and free from damage that poses a hazard (#3) | <input type="checkbox"/> Locks on exterior doors are equipped with a quick release mechanism (#49) | <input type="checkbox"/> Major appliances are plugged directly into grounded outlets (#31) |
| <input type="checkbox"/> Garbage is removed from the premises at least once a week (#6) | <input type="checkbox"/> The address for the home is visible from the street (#50) | <i>If present:</i> |
| <input type="checkbox"/> Premises and play areas are free from insect and/rodent infestation (#7) | <input type="checkbox"/> Exit routes from home are free from obstruction (#48) | <input type="checkbox"/> Handrails grab bars are securely attached and stationary (#14) |
| <input type="checkbox"/> Access to grooming supplies is not restricted (#12) | <input type="checkbox"/> <i>Emergency Evacuation Drill Log</i> if home is authorized to provide care to 5 or more children (#62, #63, #65) | <input type="checkbox"/> Skirting is intact around the base of a mobile home (#15) |
| <input type="checkbox"/> Sewage disposal is functioning (#36) | <input type="checkbox"/> All appliances are safe and in working order (#21) | <input type="checkbox"/> Portable space heater meet all safety requirements (#27) |
| <input type="checkbox"/> Premises is free from obvious fire hazards (#39) | <input type="checkbox"/> At least one operational telephone available (#25) | <input type="checkbox"/> A carbon monoxide alarm is located on each level of the home that has an appliance or heating device using a combustible (#28) |
| <input type="checkbox"/> Heating equipment is equipped with appropriate safeguards and maintained by manufacturer (#40) | <input type="checkbox"/> Light sockets are equipped with bulbs and securely covered (#23) | <input type="checkbox"/> A working fire extinguisher on each level (#44) |
| <input type="checkbox"/> Flammables and combustibles are more than 3' from water heaters, fireplaces and woodstoves (#41) | <input type="checkbox"/> Electrical panels and outlets are in good repair (#29) | <input type="checkbox"/> A working smoke detector on each level (#45) |
| <input type="checkbox"/> <i>Emergency & Disaster Plan</i> (#51, #64) | <input type="checkbox"/> Extension cords are not used on permanent basis (#30) | <input type="checkbox"/> Working fireplace or woodstove is protected by an appropriate fire screen (#42) |
| | <input type="checkbox"/> All electrical cords are in good condition (#33) | |

Medications, toxic substances and cleaning supplies

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

First Aid Supplies (#16)

- | | | |
|--|---|--|
| <input type="checkbox"/> Adhesive bandages | <input type="checkbox"/> Non-latex gloves | <input type="checkbox"/> Antiseptic wipes |
| <input type="checkbox"/> Adhesive tape | <input type="checkbox"/> Cold compress | <input type="checkbox"/> Absorbent compress dressing |
| <input type="checkbox"/> Antibiotic ointment | <input type="checkbox"/> Elastic roller bandage | |
| <input type="checkbox"/> Anti-itch ointment | <input type="checkbox"/> Sterile gauze pads | |

Kitchen

- | | | |
|---|---|--|
| <input type="checkbox"/> Refrigerator temperature at or under 41 degrees Fahrenheit (#21) | <input type="checkbox"/> All appliances are safe and in working order (#21) | <input type="checkbox"/> Fire extinguisher rated 2A:10BC (#43) |
| <input type="checkbox"/> Refrigerated meds are locked in own space (#18) | | |

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Smoke detector (#46) | <input type="checkbox"/> Electrical lighting sufficient to perform activities (#22) | <input type="checkbox"/> Adequate heating and cooling available in living areas (#24) |
|---|---|---|

Bedrooms

- | | | |
|--|--|---|
| <input type="checkbox"/> Smoke detector (#47) | <input type="checkbox"/> Two routes of evacuation from each bedroom (#48, #53) | <input type="checkbox"/> Electrical lighting sufficient to perform activities (#22) |
| <input type="checkbox"/> No portable space heaters (#27) | <input type="checkbox"/> At least one window or door leads directly to the outside of the home (#48) | <input type="checkbox"/> 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 (#60)
- All dogs over age of 6 months have current rabies vaccination and it is available at the setting (#61)

Weapons & Firearms

- Weapons are inoperable and locked (#56)
- Firearms are unloaded & kept in tamper proof storage made of wood, hard plastic or metal (#57)
- Ammunition is maintained in locked storage (#58)

Backyard/Front Yard

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

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 for additional information*)

- Complies with ARS 36-1681 (#68)
- Fence/barrier if seeking licensure for children under the age of 7 (#72)
- 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)
- Pools are not stagnant and clear enough to see the bottom (#69)
- Hot tubs and spas have locked safety covers (under the age of 7) (#77)
- No Animal or "doggie" doors shall open directly into pool enclosure (#76)
- A shepherd's crook and ring buoy with rope attached if deeper than 6ft (#70)
- Drained pool meets pool enclosure rules if licensed under the age of 7 (#79)
- Has a working pump and filtration system if not emptied after each use (#71)
- Drained pool meets pool is safeguarded if NOT licensed for under the age of 7 (#79)

Child Welfare Agency

- Weapons are not permitted in a Child Welfare Agency, residential group care facility or group foster home (#81)
- 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 (#83)
- A child welfare agency shall use a double lock system for all medications on the premises (#82)
- Additional phone numbers required: address and phone number of the facility, DCS Hotline, non-emergency fire department, physician (#51, #84)

Equal Opportunity Employer/Program. The Department of Child Safety (DCS) prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics, or retaliation or any other status protected by federal law, state law, or regulation. Reasonable accommodations to allow a person with a disability to take part in a program, service, or activity are available upon request. To request this document in alternative format or for further information about this policy contact your local office. TTY/TDD Services: 7-1-1. Free language assistance for DCS services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DCS esta disponible a solicitud del cliente.