

# COMMUNITY CENTER

# RISK SIMPLIFIED

## RESOURCES

[California Childcare Health  
Program Disaster Preparedness](#)

## QUESTIONS

[Email PRISM Risk Control](#)  
or call 916.850.7300

## Public Agency Facilities as Relocation Sites

by Scarlett Sadler

In California, child care centers and family child care homes are required to select two locations for temporary relocation should an emergency require evacuation. When a public agency has facilities near a child care center or family child care home, it is not uncommon for public agencies to receive requests to use a public agency's facility as a temporary relocation site. Public agencies and community organizations are often seen as a safe "go to" place in an emergency.

Child care centers and homes are required to receive permission from the property owner to use a location as part of the child care center or home's emergency disaster plan. When a public agency receives a request to complete a "Letter of Agreement with Relocation Site" from a child care center or home, it is important that the public agency does not allow the use of facilities without first ensuring proper protections are in place. It is important to remember that a public agency can be held liable for the negligence of their property.

When a public agency receives a request for the use of public facilities as a relocation site, the steps taken to evaluate and approve or reject the request should be the same as any other use of facilities request. As such, it is recommended that a public agency complete a written agreement with the child care center or home that, at a minimum, addresses the following elements:



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- Childcare agency and public agency contacts with defined responsibilities
- Purpose, scope, and limitations of the agreement
- Qualifying events for emergency relocation
- Preparedness Training
- Agreement term (should be finite to ensure revisiting the agreement) and termination provisions
- Address of public agency facility used for relocation
  - Access control
- Operational requirements and procedures, including:
  - Minor care and supervision
  - Emotional and Mental Health support
  - Reunification process
  - Relocation drills
  - Maximum facility capacity
  - Plan for receiving children with disabilities//special needs
  - Public health precautions
- Defense, indemnification and hold harmless language



While a facility use agreement is important in this scenario, it's equally important that a public agency take steps to ensure all public facilities are free from hazards. For questions regarding requests to use public agency property or facilities use agreements, contact [Risk Control](#).