

- If the gas odor remains strong, evacuate the area immediately.
- Do not attempt re-entry until authorized by the fire department or other appropriate authority.
- Contact Licensing Regional Office to report gas leak.

Power Failure

- The building emergency exit light should come on automatically.
- The facility should have several flashlights. Staff should be able to readily locate flashlights and batteries.
- If power failure is due to weather, use a battery-operated radio to monitor weather conditions.
- In the event of a power failure, staff members on duty should contact the local power company and the Licensing Regional Office to report power failure.
- If power is out for 4 hours or more, contact parents to pick up children. Children must not be allowed to return to the facility until power is restored.

Loss of Water or Plumbing Problem

(emergencies only)

- There should be an emergency supply of water located in the facility. Make staff aware of the location of the emergency water supply, use it sparingly and only for emergency.
- In the event of water loss, staff on duty should contact the following:
 - The facility director or designee.
 - Local public utility company.
 - Sewer or water company if the outage is a result of an internal plumbing problem.
 - Regional Office to report incident.

Loss of Telephone

- Staff should contact the following:
 - Local telephone company repair service. (only if loss of service is not the results of a general power failure).
 - The director or designee.
- Cellular phones may be used in the event regular service is disrupted. (Give parents this cellular number to call in emergency situations.)
- Notify the Regional Office and give the cellular number to your licensing specialist.

Loss of Heat/Air Conditioning (emergencies only)

- Contact the facility director or designee. The director should contact the installer of the system or company that services it.
- When the inside temperature exceeds the regulatory limits due to a failure of the heating or air system and the problem cannot be corrected within 4 hours, contact parents to pick up their children. [DSS Policy Manual, Chap. 8: Physical Site, 114-507 A. (7) (b)]

Bomb Threats: Treat any bomb threat as real until proven otherwise.

- Call 911.
- Report unidentified or suspicious objects to the authorities.
- Evacuate to an outdoor area as far from the building as possible. Upon evacuation, leave all windows and doors open, *if possible*, to minimize shock damage.
- Upon arrival of law enforcement, the director or designee, if asked by law enforcement, will assist in the search (unlock doors, identify strange or suspicious objects, etc).
- Do not re-enter the building until authorized by law enforcement.
- Notify Regional Office of bomb threat.

Radiological (Nuclear) Accident

Include in your emergency plan:

- Evacuation site designated by your county for your facility.
- Means of transportation you will use to evacuate children to the evacuation site.
- Inform parents of evacuation site and means of transportation to be used in an evacuation.

If you are told to Shelter in Place:

- Stay inside until you are told it is safe to go out.
- Close all windows and doors. Turn off fans, air conditioners, heat pumps and forced air heat, all of which bring in outside air.
- Go to the basement if possible. If you don't have a basement, go to a downstairs room in the center of the building. It should be a room without windows or outside doors.
- Listen to local radio stations for instructions from emergency management officials.
- Commercial supplies of water, milk and food will be checked if necessary. Officials will tell you if these are safe.

If you are Ordered to Evacuate:

- Do not try to take all of your belongings with you.
- Turn off appliances and faucets. Lock all windows and doors.
- Get into vehicle(s). Close all windows and vents in the vehicle(s)
- Drive to your evacuation site and register. Your county has pre-determined an evacuation site for your facility. Call Child Care Licensing at 1-800-556-7445 if you have not been informed about your site.
- Parents will be able to pick up children from the evacuation site.



SC Child Care
EARLY CARE & EDUCATION

Emergency Procedures for Child Care Providers

Plan, Practice, Communicate

Website: www.schildcare.org

Emergency Phone: 1-888-825-7174

Phone Numbers

Region 1 (Upstate): 864-250-5576 or 1-800-637-8550

Region 2 (Midlands): 803-898-9001 or 1-888-202-1469

Region 3 (Low Country): 843-953-9780 or 1-800-260-0211

Region 4 (Pee Dee/Grand Strand): 843-661-6623 or 1-800-464-9138

Central Office: 803-898-9020 or 1-800-556-7445

DISASTER RESPONSE E-MAIL:
childcare.disaster.response@dss.sc.gov

A **Watch** means conditions are present that could cause a weather emergency in the areas mentioned.

A **Warning** means severe weather is expected and that precautions should be taken in the affected areas.

Severe Thunderstorm WATCH

- Advise all staff of the weather conditions.
- Monitor radio/television news and/or NOAA Weather Radio for updates .
- Modify outdoor activities to ensure that relatively quick access to shelter is available.
- Do a count of children before moving to a different location, after arriving at the location, and after leaving the designated area.

Severe Thunderstorm WARNING

- Advise all staff of the weather conditions.
- Stop all outdoor activities and seek shelter.
- Move all children to a designated location. Do a count of all children prior to moving to new location, after arriving and before leaving the area.
- Maintain flashlight and voice contact among staff members at all times.
- Ensure all children wear shoes.

Once the storm has passed:

- Do a count of all children.
- Provide any necessary first aid and call 911 if needed.
- Check the entire building for any damages.
- Turn on and test utilities.
- Notify the Licensing Regional Office if there are any damages or injuries. Notify parents as required in the Child Care Regulations.

Tornado WATCH

Take all precautions for a Thunderstorm Watch. Upon approach of a storm, stop outdoor activities that would delay seeking shelter.

Tornado WARNING

- Take all precautions for a Thunderstorm Warning. Direct children & staff to pre-identified shelter space in an underground area or an interior hallway on the lowest level of the building, away from windows, if possible. Seek protection under a desk or table.
- Monitor radio continuously.
- Use caution when entering a damaged building.
- Report injuries, structural & utilities damages as required by Child Care Regulations.

Hurricanes

Hurricanes are usually predicted several days in advance. As soon as a decision is made to close or dismiss early, notify parents, staff & Child Care Licensing.

- Monitor Hurricane Watches and Warnings.
- Check status of battery powered radio.
- Advise staff members of weather conditions.
- Secure outside equipment. Move records, computers, etc. to safer areas within facility.
- Maintain flashlight and voice contact among staff members at all times.
- Account for all children before moving to a safe place, after arriving, and before leaving the area.
- Direct all children to sit on the floor in a designated area, not in front of doors or windows.
- Ensure all children wear shoes.
- If location becomes unsafe, prepare to evacuate to a more secure facility. Consider road and safety conditions before doing so. The secure facility must be pre-approved by the Regional Office and pre-identified to parents.
- Once the storm has passed, do a head count & check the complete building for any damages.
- Call 911, utilities agencies, etc. if necessary.
- Contact parents & Licensing Regional Office to report injuries, damage, etc.

Flooding

- Monitor Flood Watches and Warnings.
- Inspect facility for area(s) prone to flooding and determine which records or other equipment can be moved higher in facility. Store chemicals where flood waters cannot reach them and cause contamination.
- Make transportation preparations to move children and staff if evacuation is needed.
- Close & evacuate the facility if needed. Heed evacuation orders from public safety officials.
- If the facility is in a low-lying area vulnerable to flooding, evacuate immediately.
- Follow the safest evacuation route possible (listen to weather and news reports for routes). Maintain voice contact among staff members, and account for all children and staff members.
- If time and conditions permit, unplug all electrical appliances.
- Bring loose outdoor articles inside or tie them down.
- Lock all doors.

Winter and Ice Storms

- Monitor winter or ice storm watches, warnings or travel advisories.
- Consider pre-storm closing (night before) or early closing, depending on conditions.
- Advise all staff members of weather conditions and decision on pre-storm closing or early closing.
- Notify parents and Licensing Regional Office of pre-storm closing or early closing.

Hazardous Material Accidents

- Evacuate the area immediately.
- Do **not** turn electrical switches on or off.
- Extinguish all open flames.
- Evacuate to an area (if possible) upwind and uphill of the facility.
- Call 911 and report the spill.
- Do not attempt to rescue someone who has

been overcome by fumes. Let emergency personnel handle this.

- If anyone has contact with chemicals, wash off the chemicals immediately.
- Evacuate using the safest route possible. Maintain voice contact among staff and account for all children and staff.
- Do not return to the building until authorized to do so by the fire department or other appropriate authority.

Fire Emergency and Evacuation

- Evacuate the building (stay low, as smoke and gasses collect near the ceiling first).
- Activate the fire alarm.
- Call 911. Identify alternate methods of communication to use in the event that the fire causes phones to be out of order.
- Account for all children and staff members by using the attendance list; move to other locations as required.
- Once children and staff are in a safe location, notify the Licensing Regional Office.
- Staff trained to use fire extinguishers may use them to put out a small fire.
- All staff should know the location of the fire extinguishers in the facility.
- Parents should be informed of a small fire at time of pick up.

Utilities and Maintenance Emergencies

Gas Leak

- If staff or a child smells gas, act quickly.
- Open windows immediately.
- Call **911** and report the possible gas leak.
- Do not turn **on OR off** any electrical switches. Extinguish all flames.
- Check all gas taps and turn them off.
- If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench, turn the valve 1/4 turn in either direction.

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