

## South Carolina Division of Early Care and Education



Health. Safety. Supervision.

# Emergency Plan Guidelines For Child Care Providers

Visit us on the Web at:  
[www.scschildcare.org](http://www.scschildcare.org)

#### 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

**EMERGENCY LINE: 1-888-825-7174**

**DISASTER RESPONSE E-MAIL:  
[childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)**



# DSS

*Serving Children and Families*

**Plan ♦ Practice ♦ Communicate**

Regulations of the South Carolina Department of Social Services require that child care facilities have a plan in place that addresses emergency medical situations and evacuation in the event of an emergency or disaster.

The Division of Early Care and Education has developed the following guidelines to assist child care facilities in developing their own plan.

**I. Develop a list of emergency phone numbers.**

The first item to have in place for a medical emergency or an emergency evacuation is a list of emergency phone numbers. The following chart lists examples of people you might have on your chart. This chart can be used as it is. Just fill in the information that applies to your facility and list additional names and numbers that you need in the blank spaces at the bottom of the chart.

*Emergency Phone Numbers*

Title/Agency	Contact Name	Phone Number
Facility Director		
Emergency	N/A	911
Police (non-emergency)		
Fire (non-emergency)		
Poison Control		
Local Health Dept.		
Building Inspector		
Dept. of Social Services		
DSS Regulatory Specialist		
Alternate/Evacuation Site		

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### II. Medical Emergencies

A. DSS regulation 114-505 C(1)(a) states that your plan must include “medical conditions under which emergency care and treatment is warranted.” Below is a list of medical emergencies that would require immediate medical care by a health care professional. This list only serves as a model of conditions that might be included in your plan.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

B. DSS Regulation Number 114-505 C(1)(b) states that your emergency plan must include “steps to be followed in a medical emergency.” The following information is a sample of what your plan could contain.

- Train staff to recognize signs and symptoms of conditions that require immediate medical attention.
- Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
- Call the child’s parent/guardian immediately after calling 911 to inform them of the child’s symptoms and where they will be transported for medical care.
- Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
- Take the child’s emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
- Include the hospital or source of health care to be used in your plan.
- Include the method of transportation to be used in case of an emergency.

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### III. Emergency Evacuation Procedures

DSS regulation 114-505 H(3) states, “The facility shall have an up to date written plan for evacuating in case of fire, a natural disaster, or other threatening situation that may pose a health or safety hazard. The facility shall also include procedures for staff training in this emergency plan.”

#### A. Preparedness

1. Child care facilities are required to have policies and procedures to evacuate the facility quickly in case of an emergency. The plan should be developed to consider the following evacuation scenarios:
  - a. In-place evacuation: Keeping children and staff members in place but securing location for the emergency at hand. Example: tornado or chemical release
  - b. On – site evacuation: Movement of children and staff members out of buildings affected and relocated to other areas on premise or property.
  - c. Off – site evacuation: Movement of some or all children and staff members off campus to another designated area.
  - d. Major Disasters or Emergencies
  - e. Radiological Evacuations (to be completed by providers located within a 10 mile radius of a nuclear power plant in the following counties: Aiken, Allendale, Barnwell, Chesterfield, Darlington, Fairfield, Lee, Lexington, Newberry, Oconee, Pickens, Richland, and York)

Sample plans are provided in the accompanying template to serve as a model of how providers could construct their own evacuation plans. Providers may use the wording of these plans as is and fill in the blanks with information that applies to their facility. Before listing alternate/evacuation sites in your plan, it is recommended that you have written permission to use those sites.

2. Review the plan annually and update it as needed. Document the date of the reviews on the front cover of your plan. If you use the template provided by the Division of Early Care and Education, space is provided on the front cover for this documentation.
3. Have the plan available for immediate review by staff, parents, and Child Care Licensing during business hours.
4. Train each child, of capable age, on the emergency evacuation procedures during orientation. Conduct fire drills monthly and other disasters at least every 6 months. Facilities that offer night care must conduct fire drills during sleeping hours at least every 60 days. See DSS Regulation 114-509 C(2). Document the time, date, and type of drill in your plan. Space is provided for this documentation in the template.
5. When children are relocated, staff will maintain the children’s records as well as documentation for a child’s release to an authorized person.
6. Develop arrangements for mutual aid/relocation with other facilities and schools in your area.

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- 7. Know where to locate emergency information stations on television and radio, have a staff member monitor these stations during an impending emergency situation, and **pay attention to warnings**.
- 8. Develop a plan for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.
- 9. Develop a plan for the release of children which include safeguards to prevent the inappropriate release of a child to an unauthorized person.
- 10. Include a means to post the relocation site address in a conspicuous location that can be seen even if the center is closed.
- 11. Make sure emergency supplies are available including but not limited to items listed below.

Contact List for Children's Families	Hand Sanitizer/Cleaning Agent/Disinfectant
Contact List for Staff Families	Wet Wipes and Tissues
Children's Emergency Information	Disposable Cups
Medications/Medical Supplies	Water and Non-Perishable Food
Charged Cell Phone	Diapers for Infants
First Aid Kit	Formula for Infants
Flashlights w/extra batteries	Blankets
Battery operated radio w/extra batteries	Vehicle Keys

- 12. Make sure that vehicles have at least ½ tank of gas.
- 13. Assign staff members specific responsibilities such as those listed below during an emergency. Make sure the assignments include **who will supervise which children**. Reminder: DSS Regulation 114-505 C(3) requires a staff member to remain at the hospital or emergency location until a parent arrives.

Assigned Task	Staff Member
Call 911	
Call Parents/Guardian	
Provide First Aid (must be certified)	
Take Children's Emergency Medical Files	
Take Emergency/First Aid Kits	
Go with children to hospital	
Turn off gas, electricity, and water	
Post relocation site information	
Supervision of Children	

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14. Include the hospital or source of health care to be used in your plan.

15. Include the method of transportation to be used in case of an emergency or off site evacuation.

16. Train and drill staff members on their responsibilities during an emergency.

- Staff orientation shall include training on the emergency plan.
- Practice the evacuation plan on a regular basis to ensure that it works, to help all staff know what to do, and to avoid panic.
- Involve the children in the drill in a way that will not frighten them. For example, tell them that you are practicing ways to keep them and you safe “in case of” an emergency instead of calling the exercise a fire drill, evacuation drill, etc.
- Use drills to help you evaluate, modify, and update your plan to make it more effective and efficient.

17. Child care facilities are required by the Fire Marshal to have an Escape Plan and a Fire Plan. Attach a copy of both plans to this Emergency Plan.

- The Escape Plan is a copy of the facility’s floor plan indicating the location of:
  - ♦ primary and secondary exits,
  - ♦ fire extinguishers
  - ♦ fire alarm pull stations
  - ♦ the fire alarm control panel
  - ♦ accessible routes
  - ♦ assembly area(s)
- The Fire Plan is a written plan of steps to take when evacuating because of a fire.

*Examples of the Escape Plan and Fire Plan are provided as Appendix 1 and Appendix 2 at the end of this document. They are also available on the Division of Early Care and Education website at [www.scchildcare.org](http://www.scchildcare.org) or from the Central Office at 1-800-556-7445.*

18. Know the location of the following:

- First Aid Kit
- Additional Emergency Supplies
- Cell Phone
- Electricity Shut Off
- Gas Shut Off
- Water Shut-Off
- Air Vent Shut-Off

19. Have a plan for turning off gas, electricity, and water.

20. Attach a copy of the “Emergency Procedures for Child Care Providers” brochure to this plan.

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### **B. Emergency Procedures**

Steps to follow during an emergency.

1. In the event of an emergency the director or designee will be notified as soon as possible regarding the situation and the response to it.
2. An accounting of all children and staff must be kept. Always start and end with counting children and matching to attendance list of the day when moving the children.
3. The emergency information on each child and staff should accompany the attendance list during an evacuation.
4. The first aid kits, any medical supplies such as children's medication and emergency supplies should be taken when facility relocates to a safe place or area.
5. A cellular telephone should be available to contact emergency agencies, parents and Child Care Licensing.

Additional steps to take during specific emergencies are provided in a brochure titled "Child Care Emergency Procedures" distributed by the DSS Division of Early Care and Education. This brochure should be included as part of the emergency plan. It can simply be attached to the plan so that it's available when the regulatory specialist asks to see the plan.

### **C. Relocation of Child Care Facility**

In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily for a maximum of 90 days to accommodate the displaced children. The director shall notify the Department of the situation and maintain appropriate staff:child ratios at all times. Required records shall be kept on file for the new enrollees.

1. To exceed capacity, Child Care Regulatory Services will determine capacity issues prior to children being accepted in the relocated facility.
  - a. The facility which plans to accept displaced children must notify the Regional Office for approval once plans have been made by the director.
  - b. Parents will be referred to SC Child Care Resource and Referral Network (CCR&R) to access local child care facilities in their area that are approved for expansion.
2. Once the facility receives approval from Child Care Regulatory Services, the facility may accept the displaced children and staff.
  - a. Child's record should be maintained on file at the facility and made available to DSS.
  - b. If the facility wishes to hire staff from the damaged facility temporarily to ensure adequate staff:child ratios, the staff records must be on site and available to DSS.

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### D. Contacting the Division of Early Care and Education

As a part of your plan, the Division of Early Care and Education requests that you include a section to help us better assist the entire child care community during an emergency or disaster situation. In the event of a disaster in or near your facility, please provide the Division of Early Care and Education with the following information:

#### Before the Disaster/Emergency

1. Would you be willing to exceed your capacity on a temporary basis?
2. Would you be willing to care for children in the ABC program?
3. Would you be willing to re-locate to a temporary site if necessary?
4. Are you aware of a possible temporary site where you could relocate? If so, where?
5. Do you have a working emergency generator?
6. Would you be willing to provide an e-mail address so that the Division of Early Care and Education can send you information related to a disaster?
7. Would you be willing to provide a cell phone number so that the Division of Early Care and Education can send you text messages related to a disaster?

#### After the Disaster/Emergency

DSS Regulations state that child care providers will report the following incidents to DSS immediately:

- A death of a child or staff person that occurs at the center
- A child who is missing from the premises or who is left unattended in a vehicle operated by the child care center
- Major structural damage to center
- Natural or man-made disasters, including extreme weather conditions, which cause the center to be closed for more than one day of scheduled operation
- An occurrence requiring the services of a fire or police department, which affects the health and safety of children
- Charges or convictions of crimes against the owner, director, or any staff person
- Reports of alleged child abuse involving the owner, director, or any staff person

As soon as you are safely able to do so after a disaster or emergency, contact the Division of Early Care and Education with the at

**1-888-825-7174**

Alternate methods of contacting the Division of Early Care and Education during or after a disaster or emergency are:

- SC Voucher Call Center Phone: 800-262-4416
- Division of Early Care and Education Emergency E-Mail Address:  
[childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)





Appendix 2 - [FIRE PLAN EXAMPLE]

(Child Care Name Here)  
(Address Here)  
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
  2. Pull Fire Alarm or call out “CODE RED” if alarm does not work.
  3. Report Fire to 911 once outside using cell phone. Tell 911 “There is a fire at (place your facility address here). \_\_\_\_\_ is burning. If cell phone does not work, the director will assign someone to call from \_\_\_\_\_ to report fire to 911.
  4. Use portable fire extinguisher if it is safe to do so.
  5. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.
    - A. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.
    - B. The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.
    - C. All teachers take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.
    - D. Teachers will close all doors as they leave the building.
    - E. Teachers will account for all children by checking attendance log and reporting to the Director or designee as soon as possible.
    - F. Assistant Director or designee will provide first aid as needed.
    - G. Do not reenter the building until permission is given by the Fire Officials.
- Notify parents to pick up children as soon as safety permits.

This Plan was last reviewed/updated on \_\_\_\_\_

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[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]