

- 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.
  - ABC Quality or SC Voucher.

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.
- Cell phones may be used in the event regular service is disrupted. (Give parents this cell phone number to call in emergency situations.)
- Notify ABC Quality or SC Voucher and give them your cell phone number.

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.
- During extreme heat or cold, if the problem cannot be corrected within 4 hours, contact parents to pick up their children.
- Notify ABC Quality or SC Voucher .

**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 ABC Quality or SC Voucher of bomb threat when it is safe to do so.

**Radiological (Nuclear) Accident**

**For Providers Within a 10 Mile Radius of a Nuclear Power Plant**

Include in your emergency plan:

- The evacuation site designated by your county for your facility.
- The 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 or TV stations for instruc-

tions 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 your County Emergency Management Division if you have not been informed about your site.
- Parents will be able to pick up children from the evacuation site.

**CONTACT INFORMATION**

**Website: [www.scchildcare.org](http://www.scchildcare.org)**

**Exempt Providers call ABC Quality at 1-800-763-2223**

**Family, Friend and Neighbor Providers call SC Voucher at 1-800-262-4416**

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



**SC Child Care**  
EARLY CARE & EDUCATION

**Emergency Procedures for Child Care Providers**

**Exempt Providers**

**Family, Friend and Neighbor Providers**

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

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

**Severe Thunderstorm WATCH**

- Advise all staff of the weather conditions.
- Monitor radio, television, 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.

*(Continued inside)*

**Plan, Practice, Communicate**



### **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 ABC Quality or SC Voucher if there are any damages or injuries. Notify parents as well.

### **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 and/or TV continuously.
- Use caution when entering a damaged building.
- Report injuries and structural & utilities damages to ABC Quality or SC Voucher as soon as it is safe to do so.

### **Hurricanes/Tropical Storms**

Hurricanes and Tropical Storms are usually predicted several days in advance. As soon as a decision is made to close or dismiss early, notify parents, staff & ABC Quality or SC Voucher.

- Monitor Hurricane or Tropical Storm 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-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 & ABC Quality or SC Voucher to report injuries, damage, etc as soon as it is safe to do so.

### **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 ABC Quality or SC Voucher 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 ABC Quality or SC Voucher .
- 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.
- 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 ABC Quality or SC Voucher to report gas leak as soon as it is safe to do so.

#### **Power Failure**

- The building emergency exit lights should come on automatically if you facility has them.
- 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 ABC Quality or SC Voucher to report power failure as soon as it is safe to do so.

(continued on other side)

