

# Division of Early Care and Education



## SC Child Care

EARLY CARE & EDUCATION

### Child Care Emergency Plan Guidelines

*South Carolina Department of Social Services' regulations require child care facilities to 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 these guidelines to assist child care facilities develop their own plan.*

Visit us on the Web at: [www.scchildcare.org](http://www.scchildcare.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 RESPONSE LINE: 1-888-825-7174**

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



*This plan was reviewed on the following dates:*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **INTRODUCTION**

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 to plan and prepare to meet the needs of both your children and staff in the event of a disaster/emergency in developing their own plan. Because of the differences in size and complexity between different child care facilities, this guide is intentionally generic in nature. In smaller facilities, there may be only one person to perform all of the functions listed here, in larger facilities a larger staff and child population may make a more complex plan appropriate. Your Emergency Plan should be shared with local Emergency Management Office to ensure they are aware of your disaster plans.

No matter where the child care facility is or how large it is, children, staff, and even parents may be at risk as a result of natural or human-caused disasters. Effective planning and response is achieved by coordination, cooperation, and the participation of individuals and the community at large.

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.

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.

Have the plan available for immediate review by staff, parents, and Child Care Licensing during business hours.

Train your staff and each child, of capable age, on your 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. Document the time, date, and type of drill in your plan. Space is provided for this documentation on page 11 in the template.

1. Basic Information.

Record information on your childcare site to ensure preparedness in case of an emergency: Facility name, address, phone number, director/person in-charge, location of your emergency kit and supplies and total number of children are you are serving for quickly and easily access, if you are not on the premise in the event of a disaster/emergency.

2. Record emergency numbers and business information.

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 names and numbers that you need.

**Emergency Phone Numbers**

	Contact Name	Phone	Email/Web Site
Facility Director			
Emergency	N/A	911	
Police (non-emergency)			
Fire (non-emergency)			
Local Radio and Television Stations			
Hospital			
Local Health Dept.			
Poison Control			
Building Inspector			
Local Emergency Manager			
Dept. of Social Services			
Licensing Specialist			
Electric Company			
Gas Company			
Water Company			
Insurance Provider			
Evacuation Site			
Alternate Evacuation Site			

3. Medical Emergencies.

A. DSS regulation 114-505 or 114-515 C(1)(a) states that your plan must include “medical conditions under which emergency care and treatment is warranted.” Or DSS Suggested Standards III A3 states “shall have provision of emergency medical care of children requiring treatment away from the child care setting, such as an arrangement with a hospital, public health department, or local physician.” List medical emergencies that would require immediate medical care by a health care professional or cause you to call 911. 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 get 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. Your emergency plan must include steps to be followed in a medical emergency. The following information is a sample of what your plan should 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.

#### 4. Emergency Evacuation Procedures.

A. 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.

#### B. Emergency Response Task

Each task (role) listed in the emergency response chain has specific duties to perform should the Emergency Preparedness Plan be implemented. Although there are specific personnel that would be best to fill a position, if there is a specific person to fill the position, they should know if they are acting in that role. The following information is a sample of what your plan would contain.

- Who makes the decision on emergencies?
- Who will call 911?
- Who will supervise which children?
- Who will count and re-count children when evacuating, when sheltering in place, and when locking down a facility? The child roster must be with a responsible staff member at all times.
- Where in the facility is the safest place to shelter in place?
- Who will monitor emergency information stations on television and radio during an impending emergency situation, and pay attention to warnings.
- Who is responsible for items needed during an evacuation?

- Who will contact families and how will you communicate with them? Will you utilize website postings, e-mail notifications, texting, posting flyers at the facility?
- If a child is transported to the hospital by emergency personnel, who will go to the hospital to be with the child until the family arrives? Who will be left with the remaining children?
- Who will get the ready-to-go files, first aid kit, and turning off gas, electricity and water?
- Who will contact Child Care Licensing?
- Who will complete the reporting of the incident?

### C. Emergency Situations.

Child care facilities are required to have policies and procedures to evacuate the facility quickly in case of an emergency.

1. Emergency Procedures Steps to follow during an emergency.
  - a. 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.
  - b. 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.
  - c. The emergency information on each child and staff should accompany the attendance list during an evacuation.
  - d. 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.
  - e. A cellular telephone should be available to contact emergency agencies, parents and Child Care Licensing.
  - f. Know the location of the following and assign a staff member specific responsibilities such as those listed below during an emergency.
    - First Aid Kit
    - Additional Emergency Supplies
    - Cell Phone
    - Electricity Shut Off
    - Gas Shut Off
    - Water Shut-Off
    - Air Vent Shut-Off
  - g. Have a plan for turning off gas, electricity, and water.
  - h. Include the hospital or source of health care to be used in your plan.
  - i. Include the method of transportation to be used in case of an emergency or off-site evacuation.
  - j. Reminder: DSS Regulation 114-505 or 144-515 C(3) requires a staff member to remain at the hospital or emergency location until a parent arrives.
  - k. Develop a plan for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.
  - l. Develop a plan for the release of children which include safeguards to prevent the inappropriate release of a child to an unauthorized person.
  - m. When children are relocated, staff will maintain the children's records as well as documentation for a child's release to an authorized person.
2. The plan should be developed to consider the following evacuation scenarios:
  - a. Sheltering in Secure On-site Place. Sheltering in place should provide an area that provides the most structural resistance and is free of items that may fall. Sheltering in place is conducted in response to hazardous materials incidents, inclement weather, and natural disasters.
  - b. On-site Safe Evacuate Location. Movement of children and staff members out of buildings affected and relocated to other areas on premise or property.

- c. Off-Site Evacuate Location. Movement of children and staff members off of the premise or property to another designated location. It is important to identify primary and secondary evacuation locations and plans for reuniting families with their children. Include a means to post the relocation site address in a conspicuous location that can be seen even if the center is closed.
- d. Major Disasters or Emergencies Shelter. Provides initial and immediate safety and refuge from or during a threatened or actual incident. The primary function of these shelters is to keep people out of harm's way. Listed below are the planning assumptions that are recommended for consideration.
  - Name and address of nearest Red Cross Shelter. Local County Emergency Management Agency will be able to assist you, if needed.
  - Plan route to shelter.
  - Evacuating produces.
  - Parent's notification.
- 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. If you are within ten miles of a nuclear power plant (or if you THINK you are) contact your County Emergency Management Agency to ensure that your plans fit into the larger plans that are maintained for the entire Emergency Planning Zone around the plant.

5. Evacuation Checklist. Make sure emergency supplies are available including but not limited to items listed. A Ready-To-Go File (disaster kit) should contain all contact and safety information, food and medical supplies, as well as essential items that will help children cope with emergencies. A staff should be responsible for each item and should be updated often. Also, make sure that vehicles have at least ½ tank of gas.

6. The department requirements of child care facility.

A. In all emergency situations, Director or child care staff will:

- Pay attention to warnings
- Notify Child Care Licensing
- Inform the director of the situation as soon as possible
- Remain with the children throughout the event
- Check attendance every time the children are relocated
  
- Take any necessary medications and emergency supplies with them during an evacuation
- Take the children's emergency records with them during an evacuation
- Take a cell phone if available to use for notifying parents/guardians

- B. Information to provide **before** a disaster (You may call your regional office or give this information to your licensing specialist during a regularly scheduled visit.)
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 Child Care Services can send you information related to a disaster? If so, that e-mail address is: \_\_\_\_\_
  7. Would you be willing to provide a cell phone number so that Child Care Services can send you text messages related to a disaster? If so, that phone number is:  
\_\_\_\_\_

C. Relocation of Child Care Facility

In the event of a natural disaster or unscheduled closing of a neighboring child care center, capacity may be exceeded temporarily for a maximum of 90 days to accommodate the displaced children with approval from Child Care Licensing. If approval is given for expanded capacity, appropriate staff:child ratios will be maintained at all times. Required records will be kept on file for the new enrollees.

1. To exceed capacity, Child Care Licensing will determine capacity issues prior to children being accepted in the relocated facility.
  - a. The facility which plans to accept displaced children will notify Child Care Licensing at 1-800-556-7445 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.
2. Once the facility receives approval from Child Care Licensing, the facility may accept the displaced children and staff.
  - a. Children's records will 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 staff:child ratios, the staff records must be on site and available to DSS.

7. Parent/Guardian and Child Reunification Procedures.

Reunification is the process of ensuring that children return to the care of their parent(s) and family as quickly as possible after an emergency. Maintaining proper child release and family reunification procedure allows for the safety of all children by ensuring continuous supervision, release to the proper families or emergency contact, and creating clear and thorough documentation. Explain your procedures in the recovery phase.

1. **Continuity of Service.** Continuity ensures that you have planned for ways to provide essential child care services when normal operations are disrupted. Here you will provide your procedures to reoccupy and conduct business at the primary facility.
2. **Damage Assessment.** Preliminary but fairly accurate onsite evaluation of damage or loss caused by an accident or natural event. Damage assessment records the extent of damage, what can be replaced, restored, or salvaged, and time required to complete. You would need to report to Child Care Licensing your operational status.

8. Training. Train and drill staff members on their responsibilities during an emergency.
  - A. Staff orientation shall include training on the emergency plan.
  - B. 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.
  - C. 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.
  - D. Use drills to help you evaluate, modify, and update your plan to make it more effective and efficient.
  - E. 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.
  - F. 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)
  - G. The Fire Plan is a written plan of steps to take when evacuating because of a fire.
  - H. Examples of the Escape Plan and Fire Plan are provided as Appendix 2 and Appendix 3 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.
  - I. Identify location of key items.
  - J. Briefly describe the procedures you will follow for turning off gas, electricity, and water.
  - K. A copy of the “Emergency Procedures for Child Care Providers” brochure is attached to this plan.
  - L. The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.

# Appendix 1: Child/Parent Information Sheets

## Child's Information

Child's Name:

Date of Birth:

Address:

City:

State:

Allergies, Special Instructions,

Comforting Items:

## Parent Guardian Information (1)

Parent/Guardian Name:

Relationship to Child:

Address:

City:

State:

Home #:

Cell #:

Work #:

Email (personal):

Email (work):

Place of Work:

Address:

## Parent Guardian Information (2)

Parent/Guardian Name:

Relationship to Child:

Address:

City:

State:

Home #:

Cell #:

Work #:

Email (personal):

Email (work):

Place of Work:

Address:

## Additional Emergency Contact (1)

Name:

Relationship to Child:

Address:

City:

State:

Home #:

Cell #:

Work #:

Email (personal):

Email (work):

## Additional Emergency Contact (2)

Name:

Relationship to Child:

Address:

City:

State:

Home #:

Cell #:

Work #:

Email (personal):

Email (work):

## Medical Information

Practice:

Doctor's Name:

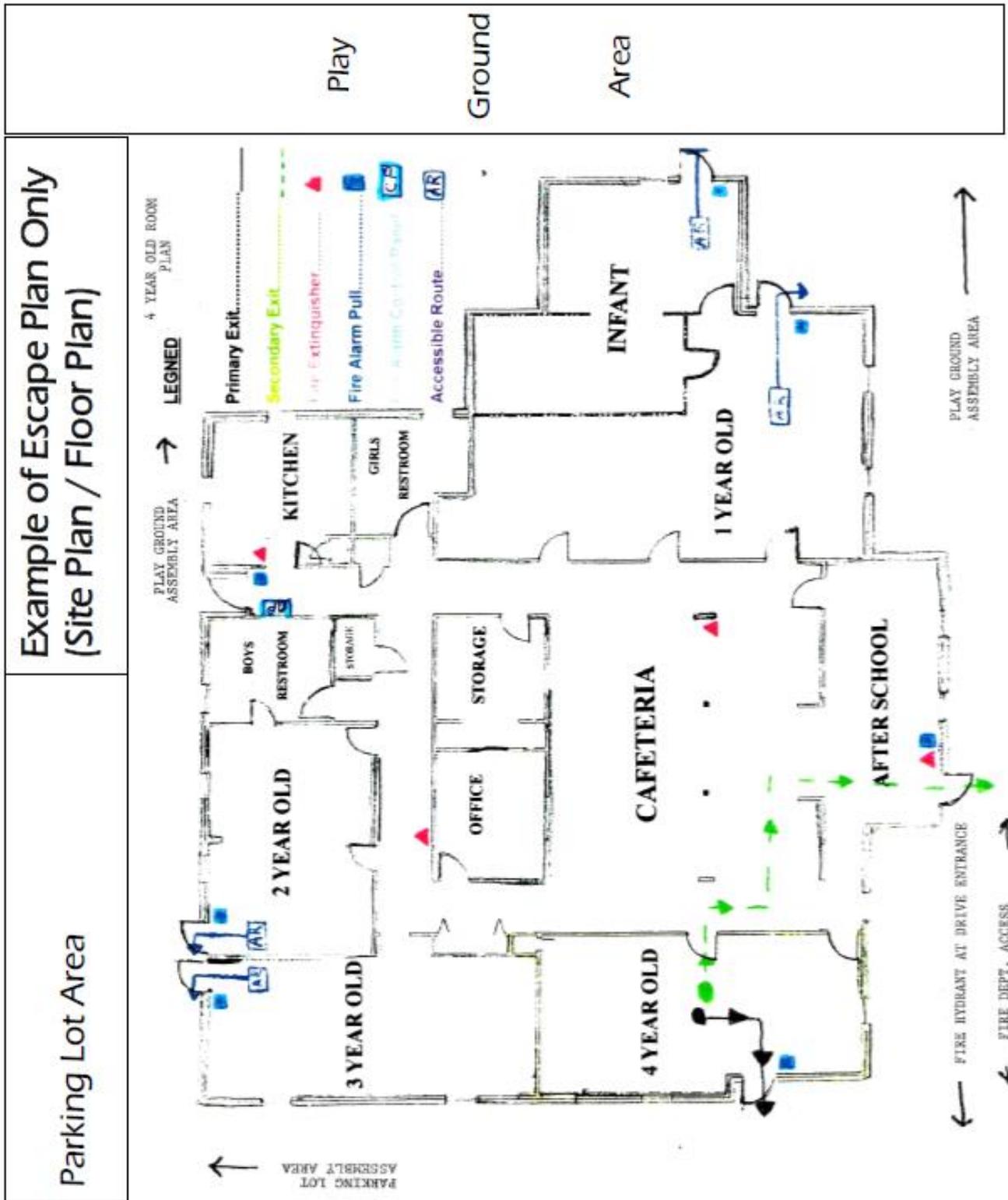
Address:

City:

State:

Phone #:

# Appendix 2: Escape Plan Example



## Appendix 3: 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 the 911 operator that "There is a fire at (place your facility address here). 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. At the same time, 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 will check all bathrooms and any other rooms 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.]