

# Division of Early Care and Education



## SC Child Care

EARLY CARE & EDUCATION

### Child Care Emergency Plan Template

*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 this template to serve as a model to assist child care facilities develop their own plan. If you decide to use this template for your plan, fill in the blanks with information that applies to your child care facility.*

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

**Phone Numbers**

<b>Region 1 (Upstate):</b>	<b>864-250-5576</b>	<b>or</b>	<b>1-800-637-8550</b>
<b>Region 2 (Midlands):</b>	<b>803-898-9001</b>	<b>or</b>	<b>1-888-202-1469</b>
<b>Region 3 (Low Country):</b>	<b>843-953-9780</b>	<b>or</b>	<b>1-800-260-0211</b>
<b>Region 4 (Pee Dee/Grand Strand):</b>	<b>843-661-6623</b>	<b>or</b>	<b>1-800-464-9138</b>
<b>Central Office:</b>	<b>803-898-9020</b>	<b>or</b>	<b>1-800-556-7445</b>

**EMERGENCY RESPONSE LINE: 1-800-556-7445**

**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:*

_____	_____	_____
_____	_____	_____
_____	_____	_____

# Emergency Plan for

\_\_\_\_\_

*(Name of Child Care Facility)*

\_\_\_\_\_

*(Street Address)*

\_\_\_\_\_

*(City, State Zip)*

\_\_\_\_\_

*(Working Phone with Area Code)*

\_\_\_\_\_

*(Director's Name)*

## I. 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		
Licensing Specialist		
Alternate/Evacuation Site		

## II. Medical Emergencies

### A. Medical Conditions Under Which Emergency Care and Treatment is Warranted

Medical emergencies that would require immediate medical care by a health care professional include the conditions listed below. (A list of possible medical emergencies is provided in section II A of the “Child Care Emergency Plan Guidelines” that accompany this template.)

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

### B. Steps to follow in a medical emergency:

(A sample of these steps is provided in Section II B of the “Child Care Emergency Plan Guidelines” that accompany this template.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

### III. Emergency Evacuation Procedures.

#### A. Preparedness

Evacuation Plans - Has written permission to use the alternate/evacuation sites listed below been secured?

##### *a. In Place Evacuation*

In the event that an emergency occurs at \_\_\_\_\_ (facility name) and “in place evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to \_\_\_\_\_ (secure on-site location). The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to \_\_\_\_\_ (name of hospital) by \_\_\_\_\_ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

##### *b. On Site Evacuation*

In the event that an emergency occurs at \_\_\_\_\_ (facility name) and “on site evacuation” is necessary, the children will be relocated to \_\_\_\_\_ (name of on-site evacuation site). The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to \_\_\_\_\_ (name of hospital) by \_\_\_\_\_ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

##### *c. Off-Site Evacuation.*

In the event that an emergency occurs at \_\_\_\_\_ (facility name) and “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to \_\_\_\_\_ (name of alternate/evacuation site) by \_\_\_\_\_ (means of transportation). The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child or authorize that care be provided for the remainder of the day.

If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported to \_\_\_\_\_ (name of hospital) by \_\_\_\_\_ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

***d. Major Disasters or Emergencies***

In the event that a major emergency or disaster occurs (such as major environmental hazards, tornados, hurricanes, earthquakes, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by \_\_\_\_\_ (means of transportation). The children will remain at the Red Cross shelter under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child.

If children are injured during the emergency or the evacuation, they will be transported to \_\_\_\_\_ (name of hospital) by \_\_\_\_\_ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

***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 a mandatory evacuation is ordered because of an emergency at a nuclear power plant, children will be transported to \_\_\_\_\_ (evacuation location\*) by \_\_\_\_\_ (means of transportation). The children will remain at the evacuation location under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child.

If children are injured during the emergency or the evacuation, they will be transported to an area hospital as determined by local emergency management officials where they will be examined by a health care professional and the parents/guardians will be contacted.

**\* Evacuation locations are designated by your County Emergency Management Agency. Providers must list the evacuation site for their facility in this section of the emergency plan. Please call Child Care Licensing at 1-800-556-7445 to find out where your evacuation site is located if you have not already been provided that information.**

2. The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.

3. The plan will be available for immediate review by staff, parents, and Child Care Licensing during business hours.

4. Each child, of capable age, will receive training concerning emergency evacuation procedures during orientation. Fire drills will be held on a monthly basis, and drills for other disasters will be held every 6 months. The time, date, and type of drill is listed below.

Type of Drill	Date of Drill	Time of Drill
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

(Please copy this page as necessary to continue documenting drills)

5. When children are relocated, the staff member who will maintain the children's records and the documentation for a child's release to an authorized person is:

\_\_\_\_\_

6. Pending approval by DSS Child Care Licensing, arrangements for relocation have been made with \_\_\_\_\_ (relocation site).

7. Local radio and television stations that will be monitored during an emergency situation are (include NOAA Weather Radio if you have a weather radio):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The staff member who will monitor these stations during an emergency is:

\_\_\_\_\_

8. Briefly describe the procedures you will follow for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children, including special needs children.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Briefly describe the procedures you will follow for releasing children. Include safeguards to prevent the inappropriate release of a child to an unauthorized person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. In case of an evacuation, the relocation site address will be posted at this location of the facility: \_\_\_\_\_

11. Evacuation Checklist

<i>Item</i>	<i>Responsible Staff Member</i>	<i>Check-off</i>
Contact List for Children’s Families		
Contact List for Staff Families		
Children’s Emergency Information		
Medications/Medical Supplies		
Charged Cell Phone		
First Aid Kit		
Flashlights w/ extra batteries		
Battery operated radio w/ extra batteries		
Hand Sanitizer/Cleansing Agent/Disinfectant		
Wet Wipes and Tissues		
Disposable Cups		
Water and Non-Perishable Food		
Diapers for infants		
Formula for infants		
Blankets		
Vehicle Keys		

12. The staff member who will ensure that all vehicles to be used in an emergency or evacuation have at least ½ tank of gas is: \_\_\_\_\_



13. Staff Emergency Assignment Chart

<i>Assigned Task</i>	<i>Staff Member</i>
Call 911	
Call Parents/Guardian	
Provide First Aid (must be certified)	
Take Children’s Emergency Medical File	
Go with children to hospital (Stay until parent arrives)	
Turn off Gas, Electricity, and Water	
Post Relocation Site Information	
Supervision of Children	
Supervision of Children	
Supervision of Children	
Supervision of Children	
Supervision of Children	

14. The hospital or source of health care to be used is: \_\_\_\_\_

15. The method of transportation to be used in an emergency is: \_\_\_\_\_

\_\_\_\_\_

***Reminder: Take the child’s emergency medical information with him/her to the hospital and have a staff member remain with the child at the hospital until the parent/guardian arrives.***

16. **Training** - Briefly describe how the child care staff will be trained on the Emergency Plan. (See Section III A.16 of the “Child Care Emergency Plan Guidelines” that accompany this template for tips on developing the training process.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. A copy of the Escape Plan and Fire Plan required by the Fire Marshal is attached to this template.

- 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 the Emergency Plan Guidelines that accompany this document. They are also available on the Child Care Services website at [www.schildcare.org](http://www.schildcare.org) or from the Central Office at 1-800-556-7445.*

18. **Location of First Aid Kit:** \_\_\_\_\_

**Location of Additional Emergency Supplies** \_\_\_\_\_

**Location of Cell Phone** \_\_\_\_\_

**Location of Electricity Shut Off** \_\_\_\_\_

**Location of Gas Shut Off** \_\_\_\_\_

**Location of Water Shut-Off** \_\_\_\_\_

**Location of Air Vent Shut-Off** \_\_\_\_\_

19. Briefly describe the procedures you will follow for turning off gas, electricity, and water.

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20. A copy of the "Emergency Procedures for Child Care Providers" brochure is attached to this plan.

B. In all emergency situations, child care staff will:

- ***Pay attention to warnings***
- 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

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.

- 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.
- 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.

#### D. Contacting Child Care Services

In order to assist the entire child care community during an emergency or disaster situation, a representative of our facility will call Child Care Services with the following information:

Name of facility: \_\_\_\_\_

Address of Facility \_\_\_\_\_

Working Phone Number \_\_\_\_\_

Operational Status: (Call 1-800-556-7445 with this information ***after*** a disaster)

- Can operate at full capacity
- Can operate at partial capacity (include number of children you are able to care for)
- Can only operate at an emergency temporary site
- Cannot operate at all and need assistance relocating children in your care

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: \_\_\_\_\_

Licensing Specialist Name and Phone Number: \_\_\_\_\_

Regional Licensing Office Phone \_\_\_\_\_

Child Care Services Emergency Response Line: **1-800-556-7445**

Alternate Contacts for Child Care Services during a disaster or emergency:

- ABC Call Center Phone: 800-262-4416 (FOR EMERGENCIES ONLY)
- Child Care Services Emergency E-Mail Address: [childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)