

Emergency Plan for: Creation Station

282 Wall Street
Barnwell, SC 29812

I. Emergency Phone numbers:

Facility Director.....	541-2673
Emergency	911
Police (non-emergency).....	259-1838
Fire (non-emergency).....	259-1930
Poison Control.....	1-800-922-1117
DSS.....	1-800-260-0211
Licensing Specialist.....	1-803-898-9001
Alternate/Evacuation Site.....	259-1128

II. Medical Emergencies

A. Medical emergencies that would require immediate medical attention by a health care professional include the conditions listed below:

1. Loss of consciousness
2. Breathing difficulties
3. Severe bleeding
4. Seizure
5. Neck or back injury
6. Continuous clear drainage from nose or ears after head injury
7. Severe neck pain
8. Hives
9. Very Sick Child
10. Repeated forceful vomiting
11. Vomiting blood
12. Severe abdominal pain
13. Possible broken bones
14. Shock

B. Steps to follow in a medical emergency:

Staff will be trained in CPR and First Aid to recognize signs and symptoms of conditions requiring immediate medical attention. Staff will notify Director immediately upon recognizing these signs and Director will call 911. Administration will call child's parent/guardian to inform them of child's symptoms and where they will be transported for medical care. Staff will administer First Aid until emergency personnel arrive. Director will take child's medical information and accompany child to hospital.

III. Emergency Evacuation Procedures.

A. Preparedness

1. Evacuation Plans

a. *In Place Evacuation*

In the event that an emergency occurs at First Baptist CDC an "in place evaluation" 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 the "commons area." 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 Barnwell County Hospital by ambulance 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 Creation Station, an "on site evacuation" is necessary, the children will be relocated to The Merge. 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 Barnwell County Hospital by ambulance 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 Creation Station an “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to First Baptist Church Education Center (first floor) by First Baptist Mini Buses. 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, they will be transported to Barnwell County Hospital by ambulance 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 a 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 First Baptist Church Mini Buses. 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 exposed to toxic fumes or injured during the emergency, they will be transported to Barnwell County Hospital by ambulance where they will be examined by a health care professional and the parents/guardians will be contacted.

1. In all evacuation situations, child care staff will:
 - Pay attention to warnings
 - Remain with the children throughout the event
 - Check attendance every time the children are relocated
 - Bring any necessary medications and emergency supplies
 - Bring the children’s emergency records
 - Take a cell phone if available to use for notifying parents/guardians

2. The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.
3. A copy of the plan will be forwarded to the DSS Child Care Licensing Regional Office so that relocation/evacuation sites can be approved.
4. The plan will be available for immediate review by staff, parents, and Child Care Regulatory Services during business hours.
5. Each child, of capable age, will receive training concerning emergency evacuation procedures during orientation, and fire drills will be held on a monthly basis and drills for other disasters will be held every 6 months.
6. Children's records and documentation as to whom they are released will be maintained as a part of the plan when relocating children.
7. Arrangements for the relocation have been made with First Baptist Church.
8. The Director/Administration will monitor local radio and television stations during an emergency situation. These stations are:

WJBF – Channel 6	WIS – Channel 10
WAFJ – 88.3 FM	WDOG – 93.5 FM
9. During an emergency situation, children will be accounted for and children's information will be collected and taken with the staff. Director will get First Baptist buses and load children starting with youngest to oldest. Staff will remain in groups with children until all have been evacuated.
10. During an emergency situation, staff will follow guidelines to release children only to those listed on the child's information sheet by requiring State ID.
11. The relocation site address will be posted on the front door at the Creation Station in case of an emergency.
12. Evacuation Checklist:

Item	Responsible Staff Member
Contact List for Children's Families	Staff
Contact List for Staff Families	Director
Children's Emergency Information	Director
Medications/Medical Supplies	Administration
Charged Cell Phone	Director
First Aid Kit	Administration
Flashlights with extra batteries	Administration
Battery operated radio with extra batteries	Administration
Hand sanitizer/cleansing agent/disinfectant	Administration

Wet Wipes and tissues	Administration
Disposable cups	Administration
Water and non-perishable food	Administration
Diapers for infants	N/A
Formula for infants	N/A
Blankets	N/A
Vehicle Keys	Director

13. The Director will ensure that all vehicles to be used in an emergency or evacuation have at least ½ tank of gas.

14. Staff Emergency Assignment Chart

Assigned Task	Staff Member
Call 911	Director
Call Parents/Guardian	Administration
Provide First Aid (must be certified)	First Available
Take Children’s Emergency medical file	Director
Go with children to hospital (stay until parent arrives)	Director
Turn off Gas, Electricity, and Water	Administration
Supervision of children	Staff

15. The Hospital or source of health care to be used: Barnwell County Hospital.

16. The method of transportation to be used in an emergency: ambulance.

17. Staff will be trained upon employment and provided with a copy of the Emergency Medical Plan. Staff will participate in drills on a monthly basis.

18. Evacuation Route: See attached.

19. Location of First Aid Kit: Front Desk

Location of Additional Emergency Supplies: Director’s Office

Location of Cell Phone: Director’s Office

Location of Electricity Shut Off: Electrical Room

Location of Gas Shut off: N/A

Location of Water shut-off: facing building, on the left corner beside water valve

Location of Air Vent shut-off: Mechanical Room

20. Director or Administration will be responsible for shutting off water and electricity.

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 will notify the Regional Office of the situation and maintain appropriate staff to child ratios at all times. Required records will be kept on file for the new enrollees.

- 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 will 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.
- Once the facility received approval from Child Care Regulatory Services, the facility may accept the displaced children and staff.
 - a. Child's record 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 to 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:

Creation Station
282 Wall Street
Barnwell, SC 29812
803-259-2700

Operational Status

- Can operate at full capacity
- Can operate at partial capacity
- Can only operate at an emergency temporary site
- Cannot operate at all and need assistance relocating children in your care.