

Harmony School



Child Care Emergency Plan

This plan was last reviewed on:

March 8, 2012

Emergency Plan for Harmony School

3737 Covenant Road, Columbia SC 29204

(803) 787-1899

Deborah Holmes, Director

I. Emergency Phone Numbers

Title/Agency	Contact Name	Phone Number
Facility Director	Deborah Holmes	790-9822
Emergency	N/A	911
Police (non-emergency)	Forest Acres	782-9444
Fire (non-emergency)	Station 11	786-0484
Poison Control		1-800-222-1222
Local Health Dept.	Richland County	576-2749
Building Inspector		
Dept. of Social Services	Midlands	898-9001
Licensing Specialist	Jennifer Williams	898-9018
Alternate/Evacuation Site	Brockman Elementary School	790-6743

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:

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- 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 be 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. Steps to follow in a medical emergency:

- 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.

III. Emergency Evacuation Procedures.

Has written permission to use the alternate/evacuation sites listed below been

secured? Yes

A. Preparedness

1. Evacuation Plans

a. In Place Evacuation

In the event that an emergency occurs at *Harmony School* 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 *The Multi-Purpose Building*. 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 *Palmetto Richland 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 *Harmony School* and “on site evacuation” is necessary, the children will be relocated to *The Multi-Purpose Building*. 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 *Palmetto Richland 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 *Harmony School* and “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to *Brockman Elementary School* by *bus and staff vehicles*. 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 *Palmetto Richland 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 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 *Bus and Staff Vehicles*. 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 *Palmetto Richland Hospital* by *Ambulance* where they will be examined by a healthcare 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. The plan will be available for immediate review by staff, parents, and Child Care Licensing during business hours.
4. 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 the administrator.
5. Pending approval by DSS Child Care Licensing, arrangements for relocation have been made with Brockman Elementary School.
6. Local radio and television stations that will be monitored during an emergency situation are:
 NOAA Weather Radio
 WISTV
 WLTX
 The staff member who will monitor these stations during an emergency is the school administrator.

7. Briefly describe the procedures you will follow for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.
 N/A

8. Briefly describe the procedures you will follow for releasing children. Include safeguards to prevent the inappropriate release of a child to an unauthorized person.
 All normal procedures would apply. Children must be signed out by a parent or authorized adult. Identification and family code words would be required.

9. In case of an evacuation, the relocation site address will be posted at this location of the facility: Front Entrance Sign

10. Evacuation Checklist

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

11. 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 the school administrator.

12. Staff Emergency Assignment Chart

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

13. The hospital or source of health care to be used is *Palmetto Richland Hospital*.

14. The method of transportation to be used in an emergency is *Ambulance*.

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.

15. **Training** - Briefly describe how the child care staff will be trained on the Emergency Plan.

Topic covered during Annual Staff Training Day.

16. 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: Harmony School

Address of Facility: 3737 Covenant Rd. Columbia, SC 29204

Working Phone Number: (803) 787-1899

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