

First Presbyterian Child Development Center

Emergency Preparedness Plan

Emergency Numbers:

Emergency Assistance: Dial 9-1-1

Florence County Emergency Preparedness:	843-665-3158
Animal Control	843-665-3236
Florence Police Dept.	843-665-3191
Florence EMS Station	843-665-3191
Palmetto Poison Control	1-800-222-1222
SC Childcare Licensing Agency	843-661-6623
Childcare Licensing Emergency Response	1-888-825-7174
Child Abuse or Neglect (prompt #5)	843-669-3354
First Presbyterian Church Office	843-662-2583
FPC Child Development Office	843-779-1263
Beth Hepler, Child Development Director	843-862-2381
Don Hebert, Church Administrator	803-412-0593

Childcare Licensing Disaster Response e-mail:

childcare.disaster.response@dss.sc.gov

Preparation and Evacuation Plan:

Supplies: The following supplies will be on available in each CDC classroom and/or in the CDC office at FPC Development Center. The items will be stored in a blue drawstring bag or a bookbag and labeled "CDC". In the event of an emergency, these items will be carried by CDC staff members in addition to the CDC Director and/or designee.

1. First Aid Supplies
2. Blankets
3. Water
4. Non-perishable Food
5. Formula for Infants (bottles and nipples)
6. Diapers (various sizes)
7. Diaper Wipes
8. Facial tissues/wipes
9. Cell phones (charged)
10. Gloves
11. Flashlights
12. Emergency contact Information for each child.
13. Emergency contact information for each staff member.

Evacuation:

FPC Child Development Staff and children will practice evacuating the building during our monthly fire drills. If for safety it is necessary for the staff and children of FPC Child Development Center to evacuate away from the property of First Presbyterian Church, we will evacuate to St. John's Church, 252 South Dargan Street, Florence.

An Early Warning System:

In the event of a weather emergency, the Director and/or Designee will alert staff by going to each room as a messenger between classrooms.

A Plan for Safety/Survival Until Help Arrives Planning guides for specific hazards.

Utility Failure

1. FPC Child Development Center staff contacts church office staff or custodians to notify utility companies.

2. FPC Child Development Center staff will notify parents to pick-up children at the center, ASAP.
3. When a parent cannot be reached, an emergency contact will be notified and expected to pick up their child, ASAP.

If safety permits the infants/toddlers will be placed in the evacuation cribs and pushed outside to a safer location until help arrives.

Injury or Illness of Child or Caregiver

If a child or caregiver are injured, the person witnessing the injury will inform the Director or the Designee. They will determine what assistance is needed and secure assistance. If emergency medical attention is needed, they will call 911. All other emergency phone numbers are listed on the first page of this emergency plan. Call whichever agency is appropriate and use the following dialogue:

1. Nature of emergency (who, what, where, how & why)
2. Condition of child or caregiver in general.
3. Present location of child or caregiver

The Director or designee will notify the appropriate family members. If mass injuries occur, call 911 and inform the authorities of the situation. The teachers/caregivers will remain with the injured, until the child is released to the parents, even if this means accompanying the child to the ER/Hospital via EMS.

Law Enforcement Emergencies (riots, protests, strikes, shots fired, crimes, child abuse, spouse abuse, intruder, terrorist attack, hostage situation, etc.)

1. The Director or the person witnessing the crime will call 911.

(Exception: In the event of child abuse, the Department of Social Services and Child Protective Service) would be an acceptable alternative.
2. If it is within their power, the staff will isolate or localize the incident.
3. The Director or her designee will notify the church staff by using the 'Page All' button on the nearest telephone. The message will be, "All staff turn in their paperwork today, 119." All CDC staff members via cell phone or by going from room to room as a messenger. The Children will be taken to a safe location within the church. If the incident is taking place inside of the center the children will be evacuated away from the center.

Risk of Explosions (Gas leak or Bomb explosions) or Bomb Threats

Never move or touch unidentified or suspicious objects. Unidentified or suspicious objects should be reported to the local authorities.

1. The person receiving the call will call 911 and report such to the church office. Any bomb threat should be treated as real until proven otherwise.

2. The staff person will notify the Director or Assistant Director or designee who will notify the staff so that the children and staff may begin evacuating the building. The staff and children will meet at the designated meeting area and from there will be transported to St. John's Church, 252 Dargen Street, Florence.
3. The Director or the Assistant Director or designee will notify parents to pick up their children at St. John's Church, 252 Dargen Street, Florence.
4. The staff or children will not go back inside the building until given permission by law enforcement personnel.

In the event of unauthorized intruder: The Director and/ or Designee will notify each classroom and the church staff by using the "Page All" button on the telephone. The code message will be, " All staff please turn in your assigned paperwork today, 119." In addition teachers will be alerted through text messages, phone calls to their cell phones and when possible; the Director or Designee will give verbal alerts by going from classroom to classroom as messengers.

The children in the 2K, 3K and 4K classes will be instructed to sit quietly under the tables. The Director and/or designee and FPC Staff will lock each classroom. The children and staff will remain under the table until the Director or Designee gives the ok for the class to return to normal activity or until help arrives.

The Infants and Toddlers will quickly be carried to the bathrooms in their classrooms and will remain inside the locked bathroom with their teachers until the Director and/or Designee alert them that it is safe to come out or until help arrives.

If safety permits the infants/toddlers will be placed in the evacuation cribs and pushed outside to a safer church location until help arrives.

Animal Emergencies

1. Notify Animal Control (843-665-3236)
2. FPC Child Development Staff will keep children away from animals, whether or not they seem diseased.
3. FPC Child Development Staff will not take children outside to play while a stray animal is in the vicinity.
4. Staff will not attempt to catch the animal themselves.
5. If a bite occurs, follow first aid procedures until medical attention can be given. If the staff can confine the animal safely, they will do so until authorities can observe it for disease.

Earthquakes

The following is what the Staff of First Presbyterian Child Development Center will do during an earthquake.

1. If children are inside:

- a. When the alarms are activated, all staff and preschool children (30 months and up) will immediately go to the main hallways and crouch down covering their heads. All infants and toddlers will be put in the evacuation cribs and rolled in to the main hallways. Staff will hold infants and toddlers as they crouch down in the hallway.
 - b. In the event that a fire breaks out, the fire alarms will automatically activate and the FPC Child Development center will follow the procedure for a fire evacuation.
2. If the children and staff are outside, we will stay outside. We will avoid being under trees, near fences (brick and metal), building or power poles. Fallen electrical lines make metal fences live if they are touched.

The following is what the staff at First Presbyterian Child Development Center will do after the quake.

- 1 Prepare for aftershocks.
- 2 Each teacher will take attendance immediately.
- 3 DO NOT TURN ON AND OFF LIGHT SWITCHES.
- 4 Make an assessment of safety
- 5 Check for injuries
- 6 Apply first aid
- 7 Check for damage to building. If building is unsafe, evacuate immediately.
- 8 If an evacuation occurs, the Director or designee will post a notice on the door so parents who come to the center will know where their children have been taken.

If necessary the children will be evacuated by bus to St. John's Anglican Church Educational Building, 252. South Dargen Street, Florence, SC 29501.

Tornado Danger Signs

If you hear or see a tornado coming, don't wait! Go the hallway area right away. Curl up on the floor and protect yourself by putting your head between your legs and your arms covering your head. In the event of that there is an interruption in the electricity during a thunderstorm or other weather related incident, the fire alarm will automatically sound off and the emergency lighting will come on. If necessary the children and staff will evacuate the main building. If possible they will stay under the covering of the walkway between the main building and the sanctuary until help arrives or "all clear" is reported from emergency personnel.

1. Bad Thunderstorms-thunder, lightning, hard rain, strong winds.
2. Hail, bullets of ice from a dark, cloudy sky.
3. Roaring noise-like ten jet planes or a hundred railroad trains.

4. Funnel-dark, spinning “rope” or column from the sky to the ground.

Winter Storm/Blizzard/Snow/Ice

1. If stormy conditions start to appear hazardous for the safe arrival of staff, children, and parents, all parents will be notified that the center will be closing and to pick up their children immediately.
2. In the event the parent cannot be notified, the emergency contact person will be contacted to pick the child up.
3. If there is a power failure, we will layer clothing on staff and children and alert the authorities of our condition

Severe Heat Wave

1. Radio or local stations will be monitored if the forecast is predicting a heat wave.
2. The Director will determine if it is too hot to go outside to play.
3. Water will be available to children at all times.
4. Outdoor playtime will be arranged so that the children will go to the gymnasium during the hottest part of the day.

Protection Against Outbreak of COVID19 or Other Infectious Disease

Working together with SC Childcare Licensing and the Center for Disease Control, the First Presbyterian Child Development Center will follow these guidelines.

To implement social distancing, when possible childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day of a week. Stagger arrival and drop off times and/or have childcare providers come to the tower, to pick up the children as they arrive. Limit access to the center by having all children and staff enter the building through the tower entrance off of Cherokee Road. Children and staff will have their temperature taken there and parents and staff will sign-off that no one in their home is ill and that themselves (staff) or their child is not ill.

Caring for children provides national standards for cleaning, sanitizing and disinfection of education facilities for children. Toys that can be put in the mouth should be cleaned and sanitized. Other hard surfaces including diaper changing stations and other hard surfaces. A cleaning and disinfectant schedule is posted in the laundry room located off of the main kitchen. This includes routinely cleaning and disinfecting door knobs, light switches, classroom sink handles, countertops, nap pads, tables, chairs, cubbies and all classroom equipment. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

When a confirmed case has entered the center, regardless of community transmission: Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine course of action for their childcare programs and schools.

Dismiss children and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the center. This allows the local health offi-

cials to help the center determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

During school dismissals, all extracurricular group activities, school-based afterschool programs, and large events, field trips and parent events will be postponed or cancelled.

Communication with staff, parents and church staff , coordinated with local health officials to communicate dismissal decisions and the possible COVID-19 exposure. In such a circumstance, it is critical to maintain confidentiality of the child or staff members as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets.

Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfecting. Cleaning staff should clean and disinfect all areas (offices, bathrooms and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Teach and reinforce healthy hygiene practices. Ensure that handwashing strategies include washing with soap and water for at least 20 seconds. Especially after using the bathrooms, before eating, after blowing your nose, coughing or sneezing. Before and after changing a diaper, wiping a child's nose or helping a child wash their own hands. Before and after serving food, after being outside, after handling garbage. Before and after administering medication or medical ointment, and after coming in contact with bodily fluids. If soap and water are not available and hands are not visibly dirty, use an alcohol based hand sanitizer. Routinely clean and disinfect surfaces and objects that are frequently touched.

Require sick children and staff to stay home. Establish procedures for children and staff who are sick at school.

Establish procedures to ensure children and staff who become sick at the center or arrive with a fever over 100. are not allowed to stay that day. When a child becomes ill at the center, their parents is notified and expected to immediately make arrangements to pick up their child from the center within one hours time. Educate parents and staff about the coronavirus disease and ways to prevent spread. Keep small groups of children in their own classroom.

Refrain from changing out staff to different rooms to avoid cross contamination. Avoid mixing children in different classes. Stagger playground and gym use. So that two or more classes are not in the same area at the same time. Wash surfaces and equipment in-between use with disinfectant. Use Lysol to spray surfaces that are not easily washed. Limit non-essential visitors to the classrooms and common areas of the center.

Additional floater staff will be available to repeatedly wash down door knobs, faucet handles, light switches and other surfaces that are not cleaned on a regular basis.

Remain in contact with DSS and Center for Disease Control to monitor when center should re-open or assume regular center hours depending on spread of COVID-19.

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