

First Presbyterian Child Development Center

Emergency Preparedness Plan

Emergency Numbers

Emergency Assistance: Dial 911

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| 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 | 800-222-1222 |
| SC Childcare Licensing Agency | 843-661-6623 |
| Child Abuse or Neglect (prompt #S) | 843-669-3354 |
| First Presbyterian Church Office | 843-662-2583 |
| FPC Child Development Center Office | 843-799-1263 |
| Kelly Hickey, Child Development Director | 803-669-3851 |
| Don Hebert, Church Administrator | 843-412-0593 |

Preparation and Evacuation Plan:

Supplies: The following supplies will be available in each CDC Classroom at FPC Child 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. Non-perishable food
4. Formula for infants (bottles and nipples)
5. Water
6. Diapers {assorted sizes}
7. Facial tissues/wipes
8. Diaper wipes
9. Gloves
10. Flashlights

Evacuation:

FPC Child Development staff and children will practice evacuating the building during our monthly fire drills. If it is necessary for the staff and children to evacuate the property, the children will be transported to Calvary Baptist Church, 915 Cherokee Road, 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 is 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 services would be an acceptable alternative to contact.)

2. If it is within their power, the staff will isolate or localize the incident.
3. The Director or the designee will notify the CDC staff by going from classroom to classroom, using cell phones or walkie talkies as forms of communication. If necessary, the fire alarm will be pulled to alert the staff.

The children will be taken to a safe place in the church or evacuated from the center if necessary.

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 to the church office.
Any bomb threat should be treated as the real thing until proven otherwise.

2. The staff person will notify the Director or the 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 Calvary Baptist Church, 915 Cherokee Road, Florence.
3. The Director or the designee will notify the parents to pick up their children at Calvary Baptist, 915 Cherokee Road, Florence.
4. The Staff or children will not go back inside the building until permission is given by law enforcement personnel.

Intruder

In the event of an unauthorized intruder, the Director and/or designee will notify each classroom and the church staff by the use of cell phones and/or walkie talkies. When possible, the director and designee will give verbal alerts by going from classroom to classroom as messengers.

The children in 2K, 3K and 4K classes will be instructed to sit quietly under the tables in their classrooms. The children and their teachers will remain under the classroom tables until the Director or designee alerts them that it is safe to come out 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 alerts 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 diseases.

Earthquakes

In the event of an Earthquake the Staff of First Presbyterian Child Development will follow the below protocol:

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 hallway and crouch down covering their heads. All infants and toddlers will be put in the evacuation cribs and rolled into the main hallways. Staff will hold infants and toddlers as they crouch down in the hallway.
 - b. If 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}, buildings or power poles. Fallen electrical lines make metal fences live if they are touched.

After an earthquake, the staff at First Presbyterian Child Development Center will follow the below protocol:

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 a 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 to South Florence High School, 3200 S. Irby Street, Florence, SC. {Approved Hurricane Evacuation Shelter}.

Tornado Danger Signs

If you hear or see a tornado coming, do not wait! Go to 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 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, intense winds.
2. Hail, bullets of ice from a dark, cloudy sky
3. Roaring noises-like ten jet planes or a hundred railroad trains.
4. Funnel-dark, spinning 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 up their child.
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.