

St. Peter Lutheran School  
65 Crooked Oak Drive  
Pawleys Island, South Carolina 29585  
(843) 237-2792

Ginny Deeter, Director  
Home (843) 546-4226 Cell (843) 359-3454

# Emergency Plan Guidelines For Child Care Providers South Carolina Child Care Services

Visit us on the Web at:

**[www.state.sc.us/dss/childcare](http://www.state.sc.us/dss/childcare)**

Phone Numbers

Region 1 (Upstate): 864-370-2318 or 1-800-637-8550

Region 2 (Midlands): 803-898-9001 or 1-888-202-1469

Region 3 (Low Country): 843-953-9780 or 1-800-260-0211

Region 4 (Pee Dee/Grand Strand): 843-661-662 or 1-800-464-9138

Central Office: 803-898-9020 or 1-800-556-7445

EMERGENCY RESPONSE LINE: 1-800-556-7445

ABC Call Center: 1-800-262-4416

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:

Updated 8/2016 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Emergency Phone Numbers

<b>Title/Agency</b>	<b>Contact Name</b>	<b>Phone Number</b>
St. Peter's Lutheran School	Ginny Deeter	(C) 843-359-3454
St. Peter's Lutheran Church	Greg Van Dyke, Pastor	843-237-2795
Emergency	N/A	911
Police (non-emergency)		843-545-4300
Fire (non-emergency)		843-545-3620
Poison Control		800-222-1222
Local Health Dept.		843-546-3613
Building Inspector	Russell Stack	843-545-3208
Dept. of Social Services	Ms.Mitchum or Robin Poston	843-546-5134
DSS Regulatory Specialist	Jane Logan Brown	843-661-6623
Alternate/Evacuation Site	Trinity Presbyterian/Surfside	843-650-0313
Red Cross	Sandra Quinn	843-546-5422
Georgetown County Sheriff Office	Sherriff Lane Cribb	843-546-5102
Georgetown County Water	Emergency	843-545-4500
Georgetown County Electrical	Emergency	843-545-4600
SC Dept of Public Safety	Joel Goldman, Hwy. Patrol	843-546-7300
Trinity Presbyterian Church	Sandy Eaton	843-650-0313

## Plan ♦ Practice ♦ Communicate

### II. Medical Emergencies

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- 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 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

## **STEPS TO BE FOLLOWED IN A MEDICAL EMERGENCY:**

- Staff is trained to recognize signs and symptoms of conditions that require immediate medical attention.
- 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 arrives.
- Take the child's emergency medical information form(s) to the hospital. The Director or child's teacher will go to the hospital with child and will remain with child until parent or guardian arrives.

**Plan ◇ Practice ◇ Communicate**

### **III. Emergency Evacuation Procedures**

St. Peter Lutheran School has written permission to use Trinity Presbyterian Church as the alternate/evacuation site. (Attached)

#### **EVACUATION PLANS:**

##### ***A - In Place Evacuation:***

In the event that an emergency occurs at St. Peter Lutheran School and "in place evacuation" is necessary due to events such as tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to the Heinecke Hall which is a secure on-site location. The children will remain here under the care and supervision of St. Peter's School child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to Waccamaw Community Hospital by the EMT 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 St. Peter's Lutheran School and "on site evacuation" is necessary, the children will be relocated to the school's playground 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 the Waccamaw Community Hospital by the EMT where they will be examined by a health care professional and the parents/guardians will be contacted.

### ***C - Off Site Evacuation or Mandatory Evacuation:***

In the event that an emergency occurs at St. Peter's Lutheran School and "off-site evacuation" is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to Trinity Presbyterian Church which is located at 2061 Glens Bay Road, Surfside, SC. The Director, Sandy Eaton has agreed to bring her buses to transport as many children as possible. The St. Peter's School staff will also transport children if needed. One of St. Peter's staff members will be on each bus used to transport our children. 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/children 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 Waccamaw Community Hospital by EMT where they will be examined by a health care professional and the parents/guardians will be contacted.

### ***D – Major Disaster or Emergencies:***

In the event that a major emergency or disaster occurs such as major environmental hazards, tornados, hurricanes, earthquakes, bombs, etc., and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by EMT and/or staff members of St. Peter's Lutheran School. Known hurricane Red Cross Shelters are Pleasant Hill Elementary School, Andrews Elementary School and Carvers Bay High School. 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/children.

If children are injured during the major disaster emergency or the evacuation, they will be transported to the nearest hospital available by the EMT or a staff member of St. Peter's Lutheran School, 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. The plan will be available for immediate review by staff, parents, and Child Care Regulatory Services during business hours. The plan will be posted on St. Peter's Lutheran School's website at [www.stpeterslutheranschool.org](http://www.stpeterslutheranschool.org) and in the facility's file.

4 - 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. The time, date, and type of drill is listed on a separate page.

5 - Children's records and documentation as to whom they are released will be maintained as a part of the plan when relocating children.

6 - Arrangements for relocation have been made with Trinity Presbyterian Church's Y2K program, Sandy Eaton, Director pending approval from the DSS Child Care Licensing Regional Office.

7 - Local radio and television station that will be monitored during an emergency situation are: **PAY ATTENTION TO WARNINGS!** If public schools close or have delayed openings, St. Peter's Lutheran School **WILL CLOSE**.

- NOAA Weather Radio
- WRNN 99.5
- WPDE Channel 15

The Director will monitor these stations during an emergency and decide what action will be taken.

8 - Procedures for the safe/prompt evacuation of infants, toddlers, non-ambulatory children is **N/A for St. Peter's Lutheran School**.

9 - Children will be released as normal. Parents/guardians will still sign out their children and release procedures will be followed during the release of a child. All children's records will be readily available for review of those persons allowed to pick-up.

10- The relocation site address will be posted on the door with all cell phone numbers of all teachers. The site will also be posted on our website [www.stpeterslutheranschool.org](http://www.stpeterslutheranschool.org) in case of an evacuation.

11 - Evacuation check list is as follows:

- Contact list for children’s families                      Each teacher responsible for own class
- Contact list for staff families                              Director
- Children’s Emergency Information                      Director
- Medications/medical supplies                              Director
- Charged cell phone    All Teachers
- First Aid Kit    Director
- Flashlights w/ extra batteries                              In backpack
- Battery operated radio/batteries                              In backpack
- Hand Sanitizer/Disinfectant                              In backpack
- Wet wipes/tissues    In backpack
- Disposable cups/water    In backpack
- Non-Perishable Food    In backpack
- Blankets    In backpack
- Vehicle keys    All staff members

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

13 - Staff Emergency Assignment Chart is as follows:

- Call 911    Director
- Call Parents/Guardians    Director
- Provide First Aid (must be certified)                              All Teachers if needed
- Take Children’s Emergency Medical File                              Director
- Go w/ children to hospital    Child’s teacher
- Turn off gas, electricity, water    Director
- Post relocation site information    Director
- Supervision of children    Class teachers

14 - The hospital or source of health care to be used will be Waccamaw Community Hospital or the nearest hospital available.

15 - Emergency Medical Transport will be used as a source of transportation in an emergency. We would contact the Sheriff’s Department for help if necessary.

ST. PETER’S LUTHERAN SCHOOL STAFF WILL HAVE THE CHILD’S EMERGENCY MEDICAL INFORMATION WITH HIM/HER AT THE HOSPITAL AND A STAFF MEMBER WILL REMAIN WITH THE CHILD AT THE HOSPITAL UNTIL THE PARENT/GUARDIAN ARRIVES.

**16 - All staff members at St. Peter's Lutheran School will be trained and have drills on their responsibilities during an emergency, as follows:**

- Staff orientation will include training on the emergency plan
- Staff members will practice the evacuation plan on a regular basis
- Children will practice drills twice per year in a non-frightening way
- Drills will be used, discussed, and necessary changes made to be more efficient.

**17- As required by the Fire Marshal copies of St. Peter's Lutheran School's Escape Plan/Fire Plan are attached. Each classroom has its own Escape plan. St. Peter's Lutheran School has 6 classrooms; therefore, six plans are attached. Also attached is the site plan of the school/church to show gathering places outside the building. Jeffrey Pifer, Battalion Chief with Midway Fire and Rescue, Pawleys Island, SC was asked to review the following plan. Chief Pifer also walked the grounds and stated that in his opinion, St. Peter Lutheran School has an excellent plan in place.**

***FIRE PLAN:***

*Take the following actions in case of fire.*

- *Evacuate anyone in immediate danger!*
- *Pull Fire Alarm or call out "CODE RED" IF ALARM DOES NOT WORK. Ring hall bell.*
- *Call 911 (using cell phone) once everyone is outside in safe zone. If cell phone does not work, Director will go next door to use phone.*
- *Director or staff member will use fire extinguisher if it is safe to do so*
- *ALL children and ALL adults will be evacuated through the nearest exit away from the fire to an area well away from building.*

***A - As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children and teachers in the Tiny two's will go out side door or through the church Narthex to the upper parking lot.. The firefly fours room, the froggy fours room and the turtle twos will go out the side door and gather at the north end of the drive. Children in the threes bees and hoos three year old rooms will exit through the main door to the school and gather at the west end of the parking lot. If needed, all classrooms can exit either way together or classrooms can exit through the church Narthex, which is at the north end of the school, past the Director's office. If and class is located in the Fellowship Hall for Specials or lunch they will go out the side doors and go to the upper parking lot.***

***B -The Director will check all bathrooms and any other rooms or areas where someone may be.***

***C - All teachers will take attendance logs and emergency file and any other records easily removed without risk to life.***

***D -Teachers will close all doors as they leave the building.***

***E - Teachers will account for all children by checking attendance log and reporting to the Director as soon as possible.***

***F - Director, or teachers will provide first aid as needed.***

*G - No one will reenter the building until permission is given by the Fire Officials. Parents will be notified to pick up children as soon as safety permits*

**Plan ◇ Practice ◇ Communicate**

• The Escape Plan is a copy of the facility’s floor plan indicating the location of:

- ◇ primary and secondary exits      Noted on Escape maps
- ◇ fire extinguishers                      Noted on Escape maps
- ◇ fire alarm pull stations                Noted on Escape maps
- ◇ the fire alarm control panel            In church office closet - to left - up high (red)
- ◇ accessible routes                        Noted on Escape maps
- ◇ assembly area(s)                         Noted on Site Plan map

**18.** Know the location of the following:

- First Aid Kit                                      Playground Box, Bathrooms & Teacher Workstation
- Additional Emergency Supplies            Bathrooms
- Cell Phone                                        Classrooms/Office
- Electricity Shut Off                            Hall Closets three total (school & church)
- Gas Shut Off                                      N/A
- Water Shut-Off                                 Hwy. 17 directly across from Narthex windows
- Air Vent Shut-Off                              Church hall closet

**19-** The Director will turn off appropriate utilities and notify the church.

**20-** A copy of the “Emergency Procedures for Child Care Providers” brochure is attached to this plan.

**Plan ◇ Practice ◇ Communicate**

**B. Emergency Procedures**

**Steps to follow during an emergency:**

- In the event of an emergency the Director or designee will be notified as soon as possible regarding the situation and respond to it.
- An accounting of all children and staff will be kept. Staff will always start and end with counting children and matching to attendance list of the day when moving the children.
- The emergency information on each child and staff will accompany the attendance list during an evacuation.
- The first aid kits, any medical supplies such as children’s medication and emergency supplies will be taken when facility relocates to a safe place or area.



- A cellular telephone will be available to contact emergency agencies, parents and Child Care Licensing.

Additional steps to take during specific emergencies are provided in an attached brochure titled “Child Care Emergency Procedures” distributed by DSS Child Care Services. This brochure is included as part of the St. Peter’s Lutheran School Emergency Plan. It is s attached to this plan so that it’s available when the regulatory specialist asks to see our plan.

**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 shall notify the Department of the situation and maintain appropriate staff: child ratios at all times. Required records shall be kept on file for the new enrollees.

1. To exceed capacity, Child Care Regulatory Services will determine capacity issues prior to children being accepted in the relocated facility.

- The facility which plans to accept displaced children must notify the Regional Office for approval once plans have been made by the Director.
- Parents will be referred to SC Child Care Resource and Referral Network (CCR&R) to access local child care facilities in their area that are approved for expansion.

2. Once the facility receives approval from Child Care Regulatory Services, the facility may accept the displaced children and staff.

- Child’s record should be maintained on file at the facility and made available to DSS.
- If the facility wishes to hire staff from the damaged facility temporarily to ensure adequate staff: child ratios, the staff records must be on site and available to DSS.

**D. Contacting Child Care Services:**

As a part of your plan, Child Care Services requests that you include a section to help us better assist the entire child care community during an emergency or disaster situation. In the event of a disaster in or near your facility, please provide Child Care Services with the following information:

**Before the Disaster/Emergency:**

1. Would you be willing to exceed your capacity on a temporary basis? **Yes**

2. Would you be willing to care for children in the ABC program? **Yes**
3. Would you be willing to re-locate to a temporary site if necessary? **Yes**
4. Are you aware of a possible temporary site where you could relocate? If so, where?  
**Trinity Presbyterian Church, 2061 Glenns Bay Road, Surfside Beach, SC 29575**
5. Do you have a working emergency generator? **No**
  
6. Would you be willing to provide an e-mail address so that Child Care Services can send you information related to a disaster? [stpeterslutheranpreschool@gmail.com](mailto:stpeterslutheranpreschool@gmail.com)
  
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? **(843) 359-3454**

### **After the Disaster/Emergency:**

DSS Regulations state that child care providers will report the following incidents to DSS **immediately**:

- A death of a child or staff person that occurs at the center
  - A child who is missing from the premises or who is left unattended in a vehicle operated by the child care center
  - Major structural damage to center
  - Natural or man-made disasters, including extreme weather conditions, which cause the center to be closed for more than one day of scheduled operation
  - An occurrence requiring the services of a fire or police department, which affects the health and safety of children
  - Charges or convictions of crimes against the owner, Director, or any staff person
  - Reports of alleged child abuse involving the owner, Director, or any staff person
- As soon as you are safely able to do so after a disaster or emergency, contact Child Care Services at **1-800-556-7445**.

Alternate methods of contacting Child Care Services during or after a disaster or emergency are:

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