EMERGENCY PLAN

Director: Dr. Candace Jaruszewicz

Emergencies on Campus: 953-5611

Public Safety Information & Assistance: 953-5609

This plan was reviewed on the following dates:

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<tr>
<th>Title/Agency</th>
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<tr>
<td>Miles ECDC Director</td>
<td>Dr. Candace Jaruszewicz</td>
<td>843.953.5606; 843.327.4737 (c)</td>
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<tr>
<td>Emergency</td>
<td>CofC Public Safety</td>
<td>843.953.5611</td>
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<tr>
<td>Police (non-emergency)</td>
<td>CofC Public Safety</td>
<td>843.953.5609</td>
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<tr>
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<tr>
<td>Poison Control</td>
<td>Carolinas Poison Control</td>
<td>800.222.1222</td>
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<td>Local Health Department</td>
<td>Charleston County</td>
<td>843.579.4500</td>
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<td>Building Inspector</td>
<td>City of Charleston</td>
<td>843.724.7433</td>
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<td>Alternate Evacuation Site #1</td>
<td>McConnell Residence Hall</td>
<td>843.953.5682</td>
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<td>Alternate Evacuation Site #2</td>
<td>Jewish Studies Building</td>
<td>843.953.5151</td>
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<td>Off-Campus Evacuation Site</td>
<td>Gage Hall, Unitarian Church (Archdale Street)</td>
<td>843.723.4617</td>
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<tr>
<td>Lead Teacher</td>
<td>Mary White</td>
<td>843.953.4968; 843.261.4255 (c)</td>
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<tr>
<td>Lead Teacher</td>
<td>Ryan Stone</td>
<td>843.953.4968; 843.860.6790 (c)</td>
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<td>Lead Teacher</td>
<td>Phyllis Gates</td>
<td>843.953.5607; 843.906.4094 (c)</td>
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<tr>
<td>Lead Teacher</td>
<td>Stephanie Johnston</td>
<td>843.953.5607; 843.607.4504 (c)</td>
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<td>Admin. Assistant</td>
<td>Catherine Merrow</td>
<td>843.953.5631; 864.320.2812 (c)</td>
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<tr>
<td>Dean EHHP</td>
<td>Dr. Frances Welch</td>
<td>843.953.8047; 843.425.9661 (h)</td>
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<td>CofC Emergency Information Hotline</td>
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<td>CofC General Information</td>
<td>Operator</td>
<td>843.805.5507</td>
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<td>Disability Access</td>
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<td>Department of Social Services Emergency Contacts</td>
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<td><strong>Licensing Specialist Region 3</strong></td>
<td>Austin Brown</td>
<td>843.953.9780</td>
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<td></td>
<td>3346 Rivers Avenue, Suite D-1</td>
<td>800.260.0211</td>
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<td></td>
<td>North Charleston, SC 29405</td>
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<tr>
<td><strong>Region 3 Fire &amp; Health Safety Inspector</strong></td>
<td>Jeff Roberts</td>
<td>843.323.1338</td>
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<td><a href="mailto:Jeff.roberts@dss.sc.gov">Jeff.roberts@dss.sc.gov</a></td>
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<td><strong>Disaster Response Line</strong></td>
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I. EMERGENCY PLAN COMPLIANCE

The goal of an emergency plan is through advance preparation, to respond to an emergency with calm, intentional actions that minimize or prevent a negative outcome.

Under normal operating conditions, ECDC has the following systems in place:
- Controlled building access via issued magnetic swipe cards at front/rear entrances.
- 3 security cameras with video feed to 2 monitoring stations
- Remote front door control from office monitoring stations.
- Exterior doors to playground are kept closed/locked.
- Hallway doors are kept closed.
- 4 wireless and portable panic buttons strategically placed that feed to Public Safety
- Integrated fire alarm system with feed to Wentworth Fire Station & Public Safety
- Playground exit to P lot is secured with key lock.
- Playground exit to Wentworth is secured with dead bolt and latch that open from inside only.

ECDC is required to have a written comprehensive *Emergency Plan* for (a) medical emergencies, (b) evacuations, and (c) risk management/preparedness. The plan is reviewed at least annually and revised as needed. The Miles ECDC is part of the College of Charleston (CofC), licensed by the South Carolina Department of Social Services (DSS), and accredited by the National Association for the Education of Young Children (NAEYC). Therefore, our *Emergency Plan* is coordinated to be cross-compliant with the requirements for each of these three bodies.

A copy of the plan is located in each of the teacher offices, and an office copy is available for review at any time. Evacuation routes (Appendix A) and the *C of C Quick Reference Chart* (Appendix B) are posted in all classrooms and several other locations throughout the building. A copy of the plan is forwarded to the CofC Fire Marshal and Public Safety office, the Charleston Fire Department, and the Charleston County Emergency Management Division.

The Office of Public Safety monitors the security system and provides Community Crime Watch bulletins. The CofC Fire Marshal conducts practice drills and monitoring of alarms and extinguishers.

ECDC is part of the *CofC Emergency Notification System (CougarAlert)*. In the event the campus declares an emergency closing, parents MUST pick their children up within one half hour of notification.
A. College of Charleston Emergency Policies & Requirements:

Emergency Preparedness Plan information for the College of Charleston is always available at http://emergency.cofc.edu/. In the event of emergency, the Emergency Notification System and CoC Emergency Management Team are activated and this page becomes the site of time-sensitive information. Each School specifically has a Tropical Storm and Hurricane Preparedness Plan that outlines preparations for anticipated major storms (Appendix C).

B. DSS Regulations & Policies relative to Emergencies:

Emergency Medical Plan

114-505 C. (1) The center shall have an emergency medical plan to address the following:
(a) Medical conditions under which emergency care and treatment is warranted;
(b) Steps to be followed in a medical emergency;
(c) The hospital or source of health care to be used;
(d) The method of transportation to be used; and
(e) An emergency staffing plan.

POLICY: The Emergency Medical Plan must be in writing, and the Regulatory Specialist will review the plan at initial licensure/registration and at each renewal or as needed (1/31/06).

114-505 C. (2) Emergency information for the child shall be taken with the child to the hospital or emergency location.

114-505 C. (3) A staff person shall remain with the child at the hospital or emergency location until the parent arrives.

Fire Safety and Emergency Preparedness

114-505 H. (1) Private and public child care centers shall comply with the regulations and codes of the State Fire Marshal.

114-505 H. (2) In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily 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.

114-505 H. (3) The facility shall have an up to date written plan for evacuating in case of fire, a natural disaster, or other threatening situation that may pose a health or safety hazard. The facility shall also include procedures for staff training in this emergency plan.

POLICY: Staff orientation shall include training on the evacuation plan. The plan must include a posted evacuation route, the procedures followed during evacuation, and an alternative destination. (revised 5/1/06).

114-503 K. (5)(b) & (c)
POLICY: An exposure control plan must be established as part of Blood Borne Pathogens training. Credit for the training will not be given if the plan is not complete and in writing at the facility (8/25/08 reviewed with no revision 7/30/09).

114-505 D
POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children and the use of the emergency medication. Parents should complete an Emergency Consent Form and provide it to the facility (11/1/06).

C. NAEYC Accreditation Standards criteria relative to Emergencies:
(5.A.03) At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When the program includes swimming and wading and when a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. (This is a required criterion.)

(10.D.08) The program has written and posted disaster preparedness and emergency evacuation procedures. The procedures
   a. designate an appropriate person to assume authority and take action in an emergency when the administrator is not on-site.

The procedures include
   b. plans that designate how and when to either shelter in place or evacuate and that specify a location for the evacuation;
   c. plans for handling lost or missing children, security threats, utility failure, and natural disasters;
   d. arrangements for emergency transport and escort from the program; and
   e. monthly practice of evacuation procedures with at least yearly practice of other emergency procedures.

D. Security Audit
The College brought in a security consultant team in February 2013 to perform a campus-wide security audit. We responded to the report received in May 2014 on our facility with creation of a strategic plan (Appendix H) to address and implement recommendations. These changes include upgraded monitoring and security equipment, limiting public access to our building, improved communications, and revised lockdown procedures.
III. EMERGENCY COMMUNICATIONS

A. **CougarAlert Notification System**
The College-wide emergency notification system is available to all students and staff via multiple formats and is the main source of information regarding emergencies on or near campus:

“The College of Charleston has an agreement with the Blackboard Connect Inc. [formerly The NTI Group, Inc. (NTI)] to use its Connect-ED communication software to provide an emergency notification system that is capable of reaching students, faculty, staff and parents within minutes of a campus crisis. This system is called **CougarAlert**.” (text from the CofC Website)

In the event of an unexpected closure that happens during hours of operations, all children at ECDC are expected to be picked up within 30 minutes. Planned emergency closures (e.g. weather) are also posted on all major local media outlets.

B. **REACH Alert Notification System**
We have many parents who are not campus students or employees. We have also learned through experience that we need at least one layer of redundancy for phone or email-based communications. There are also times when we need to notify our families or staff of a local situation that wouldn’t be appropriate for campus-wide distribution or supplemental information in addition to an existing campus alert. Therefore, in 2015 we purchased our own electronic notification system:

“The REACH Alert Notification System allows an administrator to share timely information with their group members in less than 60 seconds. Given the option between sending alerts and notifications in three different forms (text message, voice call, or email alert), administrators are able to send group messages in the form that works best for them and their group.” (text from website)
IV. STAFF TRAINING & PRACTICE DRILLS

CPR, First Aid & Blood Borne Pathogens Training
Staff members are trained in the implementation of the emergency plan at the time of hire or whenever there is a change of procedure.

All teaching staff at ECDC have annual training in Blood Borne Pathogens and follow universal precautions according to the Blood Borne Pathogens Exposure Control Plan (Appendix D).

At least one adult is always present in each classroom that has been trained in Pediatric First Aid (including rescue breathing and management of blocked airway) and CPR. Annual (paid) training sessions are scheduled twice per year prior to the beginning of the fall/spring academic semesters. If staff members do not attend the training sessions provided, they must secure certification at their own expense.

Fire drills are held monthly, with a copy of drill records kept on the premises (See Appendix E for sample drill report form).

Tornado and other inclement weather drills are conducted annually (earthquake).
V. MEDICAL EMERGENCIES

A. Minor Injuries: Minor injuries are treated with medical supplies on hand and monitored for the need of further medical attention. Written documentation of all incidents resulting in injury is signed by both attending staff member and parent/guardian and kept in child’s permanent file.

B. Medical Emergency Conditions: This is a list of conditions including, but not limited to, considered to be medical emergencies requiring immediate medical attention:

- Loss of consciousness
- Semi-consciousness
- Breathing difficulty
- Cardiac arrest
- Severe bleeding
- Unequal pupils
- Seizures
- 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 get worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Possible broken bones
- Shock
- Moderate or severe allergic reaction to foods, bees, or other allergens

C. Medical Emergency Procedure In the event of a medical emergency, Staff members should not place themselves at risk in the rescue of an injured child or staff member, but they should:

a. Send another staff member to call 3-5611 (College of Charleston first response team) to obtain emergency personnel. At no time is injured child or adult to be left unattended.

b. Apply appropriate triage and first aid techniques as trained until medical personnel arrive.

c. Staff will attempt to locate all authorized emergency contacts including relatives and medical personnel listed on child’s DSS 2900 form. It is the responsibility of the parent to keep these files up to date.

d. If the injured child or adult is transported to a hospital emergency room, one staff member will accompany team and take emergency authorization form DSS 2900.

e. Staff will continue to attempt to reach a family member or other authorized adult until someone is reached who can then assume responsibility for the child’s care.

f. Within 24 hours, DSS is to be notified of medical emergencies requiring ambulance transport.
VI. EMERGENCY EVACUATION

Causes for evacuation could be fire, flooding, severe weather conditions, earthquake, potential exposure to hazardous substances, or individuals threatening harm by violence. In an emergency, evacuation of the facility will proceed as rapidly and safely as possible. These plans describe four evacuation scenarios:

A. **In-place evacuation**: Keeping children and staff members in place but securing the location for the emergency at hand. In the event that an emergency occurs at NE Miles ECDC and “in-place evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept inside the facility, but they will be moved to the hallway for a tornado or to an area furthest from the hazardous condition. The children will remain here under the care and supervision of our child care staff until dangerous conditions subside and EMS arrives.

B. **On-site evacuation**: Movement of children and staff members out of buildings affected and relocated to other areas on physical property. In the event that an emergency occurs at NE Miles ECDC and “on-site evacuation” is necessary, the children will be relocated to the P Lot by foot through the playground and back gate. The children will remain there under the care and supervision of our child care staff until dangerous conditions subside allowing return to the building or a decision is made to move to another evacuation level procedure (See Facility Evacuation Map, Appendix A).

C. **Off-site evacuation**: Movement of part or all children and staff members off site to another designated area. In the event that an emergency occurs at NE Miles ECDC and “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to the McConnell Residence Hall (on-campus) or the Memminger Elementary School Building (off-campus) by foot. If neither adjacent designated building is available, children will be moved to the Gage Hall/Unitarian Church on nearby Archdale Street. 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 (See Facility Evacuation Map, Appendix A).

In all cases of evacuation, if children are exposed to toxic fumes or injured during the emergency then staff will call the College of Charleston first response team (fire and life safety) to obtain emergency personnel at 953-5611. This may include an ambulance and other medical teams. The child(ren) will be transported to the medical facility as dispatched by CofC Public Safety where they will be examined by a health care professional and the parents/guardian will be contacted.
D. Major Disaster or State of Emergency Declaration

*Hurricane and tropical storms:* N.E. Miles Early Childhood Development Center adheres to the College of Charleston’s weather emergency plans, policies, and procedures. These procedures can be found at www.cofc.edu/emergency/documents/weatherplan.pdf as follows: In the event that the CofC decides to close the campus due to a known weather emergency, the N.E. Miles Early Childhood Development Center will close. In accordance with the College plans, the Director of the N.E. Miles ECDC will determine if/which staff are essential employees and their proper course of action(s).

College of Charleston coordinates responses to severe weather incidents such as hurricanes and tropical storms, because these incidents pose genuine risks to the health, safety and well-being of the College community. Depending on incident complexity and severity, hurricanes may be Level 2, Level 3 or Level 4 emergencies, as defined in The College’s Emergency Management Plan. Every reasonable effort will be made for decisions to cancel classes, close the campus or evacuate the campus to be announced no later than 5:00 PM on the night prior to such action(s) being taken. See also Title 8, Chapter 11, Section 57 of the South Carolina Code of Laws: Declaration of state of emergency order to close state offices due to hazardous weather (See Appendix C -- SOEHHHP Hurricane and Tropical Storm Preparedness Plan).

*Unanticipated major disaster:* In the event of an unanticipated major disaster or emergency (earthquake, major chemical spill or explosion, etc.) and mandatory evacuation is ordered or warranted, the CofC emergency notification system activates and parents will be notified via the REACH system to pick their children up within one half hour. Any children remaining will then be transported to the nearest Red Cross Shelter under the supervision and at the direction of College of Charleston Emergency personnel.

*All evacuation situations:* 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

In the event of off-site evacuation, the *Evacuation Checklist* (Appendix F) is followed. Children will only be released to an adult who is either a parent/guardian known to staff or to an individual who has received written permission from the parent/guardian. The pick-up authorization form would be checked before a child is released. The *Emergency Kit* will be inventoried at least annually prior to storm
season, June 1 (Appendix G). This kit is stored in a marked cabinet in the teacher storage area in the back of the Multi-Purpose room.

In the event campus and/or ECDC closes due to a major disaster, ECDC will not re-open or relocate to another child care facility until authorized to do so by the College.

In the event ECDC is requested as an emergency relocation site for children from another facility, permission from the College administration would be needed to do so.

If off-site relocation of program is necessary, DSS would be called to provide status information.
VII. PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

A. General Information:

In the event of an emergency, the Director or staff of respective authority will be notified as soon as possible regarding the situation and the response to it. The Director may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

The Director and appointed designees are responsible for monitoring of emergency notification systems

B. Fire

1. Evacuate the building (always stay low as smoke and heated gasses collect near the ceiling first). If possible, turn off all electrical switches and breakers and close all doors/windows to compartmentalize the fire/smoke. However, do not waste time doing this if the condition is an emergency. Never go back to do any of the items mentioned. Any fire in the building calls for evacuation to the outside area, away from the building (See Appendix A, Facility Evacuation Map).
2. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
3. Activate the fire alarm by utilizing a manual pull station while evacuating the building.
4. Call 953-5611 after exiting the building, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to be out of order. The fire alarm will be received by the CofC Public Safety Dispatcher who will notify Public Safety and the Charleston Fire Department.
5. Make certain that all children and staff members are accounted for and safe. Move to other locations as required.
6. Upon the arrival of the fire department the facility Director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her. Advise the Fire Department upon their arrival of known information about the fire as well as if there are any injuries or missing children, staff or visitors.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
8. If the fire is small, the fire alarm should be activated before utilizing a fire extinguisher. After the alarm is pulled any of the facility’s fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers,
the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

9. Ensure that no re-entry is attempted until authorized by the fire department.

The fire extinguishers in the N.E. Miles ECDC are located:
   a) In the multi-purpose room by the SE exit.
   b) In the hall by the kitchen door.
   c) In the mechanical room beside the bathrooms.
   d) Next to the water fountain.
   e) Under the fire alarm control panel besides the front (Wentworth St.) door.
   f) A “K” Class (cooking fires) fire extinguisher in the kitchen.

C. Inclement Weather

_Tornadoes and severe thunderstorms:_ If warnings are issued, or if threatening weather approaches:
   1. Director activates air horn.
   2. Staff move children from classrooms to hallway.
   3. All children and staff sit facing cubbies with hands covering head until danger has passed.

_Winter Storms:_ If severe winter weather is imminent, the College issues an emergency closing, activates the emergency notification system and parents are expected to pick their child up within one half hour of notification.

_Flooding:_ The downtown area of Charleston is prone to localized and often predictable street flooding in storms and/or high tide events. The ECDC building has custom-made flood gates that can be installed for each of the exterior building doors. If flooding is anticipated, the Director will call the Physical Plant and request assistance with installation of flood gates once children have left the building. If flooding occurs during operating hours, children will be removed to one of the off-site evacuation sites and parents called to pick children up as soon as practical.
VIII. LOCKDOWN/ESCAPE PROCEDURES

Shelter-in place orders are activated when offering a safer alternative than evacuation, such as situations involving:

- dangerous individual(s) in immediate vicinity
- environmental hazard

During lock-down/shelter-in-place, all staff and children move to and remain inside the building using appropriate protection measures, and no one other than public safety/law enforcement officials is allowed to enter or leave.

In the event of dangerous individual(s) in or attempting to enter the premises, lock-down procedures are intended to put as much distance as possible between intruder and children/staff. This type of event therefore assumes emergency evacuation as first option to alternate location that offers more security for duration of threat. Rule of thumb (recommended by Department of Homeland Security) is run-hide-fight. In other words,

- escape from building/scene as first option
- hide in safest available space if escape is not possible
- fight with all available force/weapons only if no other options exist

In extreme circumstances, an emergency may not fit anticipated scenarios. Adults must remain flexible in order to take appropriate steps to protect children/staff.

ECDC SAFE ZONES = rooms/spaces that can be locked or barricaded from inside with no windows or windows too small for intruder to enter. These spaces are to be used when no other options are possible, when exit from building is not possible, and maximum protection is needed. Staff take children to MULTI-PURPOSE ROOM if possible, if not to nearest available space, lock-in & barricade with any available items.

- Multi-purpose Room (1st option)
- classroom bathrooms
- main hallway mechanical room
- laundry room (has ladder/roof hatch)
- kitchen
- adult bathrooms

Normal conditions include keeping both interior and exterior doors locked at all times, so that even if propped open, once closed they are also locked.
OFF-SITE EVACUATION DESTINATIONS:
- McConnell Dorm (if exiting via playground) corner Wentworth/Coming
- Memminger Elementary School (if exiting via Multi-purpose Room/rear of building) - immediately to rear of ECDC on Beaufain
- Gage Hall (First Unitarian Church) if neither McConnell nor Memminger is available - Archdale Street

SCENARIO #1: SHELTER-IN-PLACE (Message via Cougar Alert system that dangerous individual is on campus or in immediate proximity, OR hazard exists that requires staying indoors.
1. Notify each teacher of “Shelter-in-place” order.
2. During active “shelter-in-place” order, no one except campus/city security personnel may enter or leave the building.
3. Make sure panic button and at least one cell phone are available in any area children/staff are sheltered.
4. Immediately move any children in Butterfly (4K/5K) class from front classroom with windows along Wentworth Street sidewalk (105) to rear part of classroom (108) and close sliding door.
5. Move any children on playground indoors to their classroom. Make sure all interior and exterior doors are locked and closed.
6. If threat level from the street escalates and/or evacuation is anticipated, all staff and children move to multi-purpose room in rear of building. Take sign-in sheet clipboard, panic button & cellphone
7. Verify via headcount that all are accounted for. If anyone is missing, notify program administrator and/or public safety (5611).
8. Lock/barricade MP room hallway door from inside if appropriate.
9. Children and adults sit quietly and wait till “all clear” signal is given by law enforcement officials.
10. If evacuation becomes advisable, use rear exit doors to exit premises to Memminger property [or building]. If Memminger is not available, alternate evacuation site is Gage Hall (Unitarian Church on Archdale Street)
11. Call campus police with status update and any identifying information on intruder.
12. Wait at offsite location till “all clear” signal is given by law enforcement officials.
13. If/when advised by authorities, return to building or initiate emergency parent pick-up procedures within 30 minutes of notification).
SCENARIO #2: Dangerous individual observed attempting entry on Wentworth Street

1. Hit nearest panic button(s).
2. Signal code to staff
3. If possible, provide additional verbal information/instructions to staff
4. Close hallway doors (pre-locked) & barricade from inside.
5. Follow fire drill procedure to alternate secure site. Take sign-in sheets, emergency book & at least one cell phone.
6. If possible, barricade exiting door from outside.
7. Run.
8. If exiting via playground/P lot, go to McConnell Dorm.
9. If exiting from multi-purpose room go to Memminger. If Memminger is not available, move to alternate off-site location - Gage hall (Unitarian Church on Archdale Street)
10. Verify headcount/roll check that all are accounted for. If anyone is missing, notify public safety (5611)
11. Call police with status update and any identifying information on intruder.
12. Wait at offsite location till “all clear” signal is given by law enforcement officials.
13. If/when advised by authorities, return to building or initiate emergency parent pick-up procedures within 30 minutes of notification).

SCENARIO #3: Dangerous individual observed attempting entry to playground

1. Hit nearest panic button(s).
2. Signal code to staff
3. If possible, provide additional verbal information/instructions to staff
4. If outside, enter building via playground doors as quickly as possible.
5. Barricade exterior playground doors from inside if time permits before exiting classroom
6. Follow fire drill procedure to alternate secure site via Multi-purpose Room to Memminger. If Memminger not available, go to Gage Hall/Unitarian Church. Take sign-in sheets, emergency book, and at least one cell phone.
7. If time permits, barricade hallway doors from hallway side before leaving building.
8. Verify headcount/roll check that all are accounted for. If anyone is missing, notify public safety (5611)
9. Call police with status update and any identifying information on intruder.
10. Wait at offsite location till “all clear” signal is given by law enforcement officials.
11. If/when advised by authorities, return to building or initiate emergency parent pick-up procedures within 30 minutes of notification).
APPENDIX A
FACILITY EVACUATION MAP

If severe illness or injury occurs the staff will call 953-5611. The child’s parents will then be contacted and notified of where the child will be transported. Staff who are trained will provide first aid until medical personnel arrive as long as there is no
danger to the staff member. The child’s medical information will be transported with the child.
APPENDIX B
COLLEGE OF CHARLESTON QUICK REFERENCE GUIDE
IN AN EMERGENCY, CALL PUBLIC SAFETY AT
953.5611
::: QUICK REFERENCE :::

WHAT TO DO...

FLOODING
Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
- If you can do so safely:
  - Secure vital equipment, records and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Wait for instructions from Public Safety or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 843.953.5550.

GAS LEAKS, FUMES, VAPORS
If you detect natural gas, fumes or vapors:
- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Public Safety at 843.953.5611.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILLS
Hazardous material spill, incident or release for which assistance is needed:
- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call Public Safety at 843.953.5511.
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosion is involved
  - Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

MEDICAL EMERGENCIES
- Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call Public Safety/EMS at 843.953.5611.
  - Locate an Automated External Defibrillator (AED), if one is available.
  - Perform CPR.
- Burns
  - Remove the cause of the burn.
  - Flush the area with water.
  - Do not apply a dressing or creams or lotions.
  - Call Public Safety/EMS at 843.953.5611.
- Bleeding
  - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
  - Immobilize the body part.
  - Keep person lying down.
  - Call Public Safety/EMS at 843.953.5611.

MEDIA INQUIRIES
Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them to the nearest Public Safety officer for information or ask them to call the Office of Media Relations at 843.953.5667.

COLLEGE of CHARLESTON
EMERGENCY PROCEDURES
APPENDIX C
SOEHHP HURRICANE AND TROPICAL STORM PREPAREDNESS PLAN

EHHP Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fran Welch</td>
<td><a href="mailto:welchf@cofc.edu">welchf@cofc.edu</a></td>
<td>953-8047</td>
<td>425-9661</td>
<td>425-9661</td>
</tr>
<tr>
<td>Sara Davis</td>
<td><a href="mailto:daviss@cofc.edu">daviss@cofc.edu</a></td>
<td>953-8060</td>
<td>971-0971</td>
<td>364-7053</td>
</tr>
<tr>
<td>Meta Van Sickle</td>
<td><a href="mailto:vansicklem@cofc.edu">vansicklem@cofc.edu</a></td>
<td>953-6357</td>
<td>402-9385</td>
<td></td>
</tr>
<tr>
<td>Tom Langley</td>
<td><a href="mailto:langleyt@cofc.edu">langleyt@cofc.edu</a></td>
<td>953-8249</td>
<td>567-3154</td>
<td></td>
</tr>
</tbody>
</table>

1) Steps to take before a storm:


b) 48 hours prior to arrival of storm:

   i) **Provide supervisors with updated contact information.** This includes contact information for any evacuation plan you may have.

   ii) **Listen** for decision to cancel classes. This decision will be made by the President and the Executive Team. You will also receive an email with instructions from the Dean or Associate Dean.

   iii) **Plan** to secure your own office and work space. If necessary, you will be provided with plastic sheeting, tape, and large heavy duty plastic bags. Ask for help if needed.

   iv) **Photograph** any valuable equipment which will stay in the office or work area.

   v) **Label** clearly any essential records that will be needed immediately to restart your work or that have permanent or historical significance. Clear labeling is critical during recovery efforts in hard hit areas to identify what to remove from a site first.
vi) **Secure** all critical papers, pictures, books, small lab materials, and other loose items in a cabinet, drawer, desk, or closet.

vii) **Save all documents to your Drayton or Dixie account.** These accounts are on a secure server. Don’t leave valuable files on your computer hard drive only. If your computer goes, your files go too.

viii) **Prepare** for broken and leaking windows, rising water, and leaking roofs:
   
   (1) **Move** items away from window or to a windowless area.
   
   (2) **Raise** equipment and CPUs off the floor if on a first or low second floor.
   
   (3) **Cover** with plastic and secure with tape any items that cannot be protected any other way.

c) **24 hours prior to arrival of storm**

   i) **Print** any critical information which won’t be accessible during a power outage.

   ii) **Unplug** all electrical equipment. **Disconnect** phone and computer lines, **labeling** each line so that they can be reconnected later. **Store** phone in a desk or cabinet.

   iii) **Close and lock** or secure with tape all file cabinets and drawers.

   iv) **Close and lock** all windows. **Close** any blinds on your windows.

   v) **Take** all valuable and irreplaceable personal effects with you, including your laptop.

   vi) **Take** EHHP contact sheet with you.

   vii) **Close and lock** all doors behind you. **Take all your keys and classroom access cards.**

d) **After the storm**

   i) **Listen** for storm and damage reports through local news media or **check** the College emergency phone line (843-725-RAIN), and www.cofc.edu for updates.

   ii) **Wait** for a call or until an all clear has been issued. You will receive information about a return to work.

   (1) **The Dean** will contact the Associate Dean.
(2) **The Dean and/or Associate Dean** will contact Department Chairs and ECDC Director.

(3) **Department Chairs and ECDC Director** will contact department members/staff and request that they call certain other department members and staff in order that all employees in EHHP are contacted about the status of the return to campus.

(4) **The Department Chairs** will call the Dean or Associate Dean to provide a faculty contact update.

   e) After returning to campus, follow directions on the website listed above.

2) **Miles Early Childhood Development Center**

   a) ECDC building personnel will follow the same procedures as EHHP with the addition of the following building security and document storage considerations.

      i) **Install and inflate** floodgates (stored in hallway compartment) for each external door.

      ii) **Request** additional sandbags for all ground level doors.

      iii) **Sandbag** two additional doors at the back of the building which are not currently fitted for floodgates.

      iv) **Secure** the roof access hatch door to prevent leaking.

      v) **Transfer** paper files, records, and computers to temporary storage in the Graduate Assistant area on the third floor of 86 Wentworth.
APPENDIX D
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

NAME OF FACILITY: N.E. Miles ECDC      DATE: 6.21.10

Purpose
The purposes of the exposure control plan are to (a) eliminate or minimize employee occupational exposure to blood or certain other body fluids and (b) comply with the OSHA Bloodborne Pathogens standard 1910.1030.

Exposure Determination
At this facility, employees have some occasional occupational exposure:

<table>
<thead>
<tr>
<th>JOB CLASSIFICATION</th>
<th>TASK/PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Emergency First Aid</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Emergency First Aid</td>
</tr>
<tr>
<td>Master Teacher</td>
<td>Emergency First Aid, Assisting children with toileting</td>
</tr>
<tr>
<td>Teacher assistants</td>
<td>Emergency First Aid, Assisting children with toileting</td>
</tr>
</tbody>
</table>

Compliance Methods
Universal precautions will be observed at N.E. Miles ECDC in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Work practice controls include hand-washing procedures and the use of latex gloves when handling food or dealing with exposure to any injury or situation where contact with body fluids is possible.

While antiseptic cleansers are available and use encouraged, they are not to be substituted for regular hand-washing procedures or use of gloves.

Work Area Restrictions
If at all possible, when first aid is needed, injured child or staff member is to be removed from classroom to adult restroom for clean-up.

Personal Protective Equipment
Personal protective equipment is limited to disposable hypoallergenic latex gloves, which are used during diapering routines and as needed for universal protection. Any garments which are penetrated by blood must be removed, placed in a plastic zip-loc bag for disposal or laundering as soon as feasible.

Gloves will be worn where it is expected that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous
membranes. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

**Housekeeping**
This facility is cleaned nightly, using procedures as outlined by South Carolina DSS Health and Sanitation regulations and according to the *NAEYC Cleaning and Sanitation Frequency Chart*. Mid-day cleaning occurs for classroom clean-up of eating surfaces and kitchen clean-up of dishes. All contaminated work surfaces are decontaminated using materials such as bleach (solutions of 5.25% sodium hypochlorite diluted between 1:10 and 1:100 with water) or EPA registered germicides after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning. Protective coverings such as plastic wrap may be used to help keep surfaces free of contamination.

**Regulated Waste Disposal**
This facility does not handle regulated wastes.

**Laundry Procedures**
This facility has laundry facilities for convenience only.

**Hepatitis B Vaccine and Post-Exposure Evaluation and Follow Up**
Miles ECDC (College of Charleston) requires full immunization of all children and staff, including Hepatitis B prior to enrollment or hire.

**Labels and Signs**
N/A

**Information and Training**
Dr. Candace Jaruszewicz, Director will ensure that training is given at the time of initial assignment to tasks where occupational exposure may occur, and that it will be repeated within 12 months of the previous training. Training will be tailored to the education and language level of the employee, and given during the normal work shift. The training will be interactive and cover:

a.) a copy of the OSHA standard and an explanation of its contents;
b.) a discussion of the epidemiology and symptoms of bloodborne diseases;
c.) an explanation of the modes of transmission of bloodborne pathogens;
d.) an explanation of the Miles ECDC Blood Borne Pathogens Exposure Control Plan, and a method for obtaining a copy;
e.) the recognition of tasks that may involve exposure;
f.) an explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices, and personal protective equipment (PPE);
g.) information on the types, use, location, removal, handling, decontamination, and disposal of PPE;

h.) an explanation of the basis of selection of PPE;

i.) information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be given free of charge;

j.) information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

k.) an explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;

l.) information on the evaluation and follow-up required after an employee exposure incident; and

m.) explanation of the signs, labels and color coding system used.

The person conducting the training must be knowledgeable in the subject matter. Employees who have received training in Blood Borne pathogens in the 12 months before the effective date of this policy must only receive training in provisions that were not covered in the previous training.

Additional training will be provided to employees when there are changes of tasks or procedures affecting the employees’ occupational exposure.

**Recordkeeping**

Medical Records: this facility does not maintain medical records.

**Training Records**

Dr. Candace Jaruszewicz, Director is responsible for keeping the training records. These records will be kept in personnel file of employee. Training records must be kept for 3 years from the date of training and the following must be documented:

a.) The dates of the training;

b.) An outline describing the material presented;

c.) The names and qualifications of persons conducting the training; and

d.) The names and job titles of all persons attending the training sessions.

Availability: All employee records will be made available to the employee or his representative in accordance with OSHA standard 1910.1020. All employee records will be made available to OSHA and the National Institute for Occupational Safety and Health under 1910.1020.

Transfer of Records: If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of NIOSH will be contacted for final disposition.

**Evaluation and Review**

Dr. Candace Jaruszewicz, Director is responsible for annually reviewing this program, and its effectiveness, and for updating it as needed. The last previous review and update was on 6.21.10.
Fire Drill & Panic Button Log Forms
# APPENDIX F
## EMERGENCY & OFF-SITE EVACUATION CHECKLIST

<table>
<thead>
<tr>
<th>Item/Task</th>
<th>Responsible Staff Member</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 953-5611 (CofC Emergency)</td>
<td>Director OR designated staff member</td>
<td>Any office landline or any personal cell phone</td>
</tr>
<tr>
<td>Administer First Aid</td>
<td>All certified staff</td>
<td>Where/when needed</td>
</tr>
<tr>
<td>Accompany child to hospital; take child’s DSS 2900 form</td>
<td>Director, if isolated emergency; if center-wide evacuation, child’s lead teacher</td>
<td>MUSC</td>
</tr>
<tr>
<td>Retrieve Emergency Kit</td>
<td>Designated Assistant Teacher</td>
<td>Multi-purpose room designated cabinet</td>
</tr>
<tr>
<td>Retrieve Emergency Contacts Notebook</td>
<td>Administrative Assistant</td>
<td>Office</td>
</tr>
<tr>
<td>Retrieve Wagon for transport of Emergency Kit</td>
<td>Designated Assistant Teacher</td>
<td>Playground</td>
</tr>
<tr>
<td>Blankets (children’s nap totes)</td>
<td>Assistant teachers</td>
<td>Children’s cubbies</td>
</tr>
<tr>
<td>Turn off utilities (gas, electric, water)</td>
<td>CofC Physical Plant; if no time, Director</td>
<td>Utility closet in main hallway</td>
</tr>
<tr>
<td>Post relocation site information</td>
<td>Director (if needed)</td>
<td>Front &amp; back doors of ECDC</td>
</tr>
<tr>
<td>Supervision of children</td>
<td>Lead &amp; Assistant Teachers</td>
<td>In designated areas</td>
</tr>
<tr>
<td>Move children to relocation site #1 or #2</td>
<td>All staff; lead teachers account for all children upon leaving ECDC &amp; upon arrival at relocation site</td>
<td>In-place</td>
</tr>
<tr>
<td>Contact families</td>
<td>Director, Admin. Assistant &amp; Lead Teachers</td>
<td>From all available phones</td>
</tr>
<tr>
<td>Contact Staff Families</td>
<td>Staff contact own families</td>
<td>Office Files</td>
</tr>
</tbody>
</table>