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>Date</th>
<th>Reviewer (print name)</th>
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## I. EMERGENCY CONTACTS LIST

<table>
<thead>
<tr>
<th>Title/Agency</th>
<th>Contact Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Miles ECDC Facility Director</td>
<td>Dr. Candace Jaruszewicz</td>
<td>843.953.5606; 843.327.4737 (c)</td>
</tr>
<tr>
<td>Emergency</td>
<td>CofC Public Safety</td>
<td>843.953.5611</td>
</tr>
<tr>
<td>Police (non-emergency)</td>
<td>CofC Public Safety</td>
<td>843.953.5609</td>
</tr>
<tr>
<td>Fire (non-emergency)</td>
<td>CofC Public Safety</td>
<td>843.953.5609</td>
</tr>
<tr>
<td>Poison Control</td>
<td>Carolinas Poison Control</td>
<td>800.222.1222</td>
</tr>
<tr>
<td>Local Health Department</td>
<td>Charleston County</td>
<td>843.579.4500</td>
</tr>
<tr>
<td>Building Inspector</td>
<td>City of Charleston</td>
<td>843.724.7433</td>
</tr>
<tr>
<td>Alternate Evacuation Site #1</td>
<td>McConnell Residence Hall</td>
<td>843.953.5682</td>
</tr>
<tr>
<td>Alternate Evacuation Site #2</td>
<td>Jewish Studies Building</td>
<td>843.953.5151</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>Mary White</td>
<td>843.953.4681; 843.261.4255 (c)</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>Jane Hart</td>
<td>843.953.4681; 843.860.6790 (c)</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>Phyllis Gates</td>
<td>843.953.5607; 843.906.4094 (c)</td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>Stephanie Johnston</td>
<td>843.953.5607; 843.607.4504 (c)</td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td>Catherine Merrow</td>
<td>843.953.5631; 864.320.2812 (c)</td>
</tr>
<tr>
<td>Dean SOEHHP</td>
<td>Dr. Frances Welch</td>
<td>843.953.8047; 843.425.9661 (h)</td>
</tr>
<tr>
<td>CofC Emergency Information Hotline</td>
<td></td>
<td>843.725.7246</td>
</tr>
<tr>
<td>CofC General Information</td>
<td>Operator</td>
<td>843.805.5507</td>
</tr>
<tr>
<td>Disability Access</td>
<td>Relay South Carolina</td>
<td>1.800.735.2905</td>
</tr>
<tr>
<td>TTY text Telephone</td>
<td></td>
<td>843.953.1419</td>
</tr>
</tbody>
</table>

**Department of Social Services Emergency Contacts**

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensing Specialist</td>
<td>Tara Y. Kennley</td>
<td>843.953.9780</td>
</tr>
<tr>
<td>Region 3 Supervisor</td>
<td>Ella Gooden</td>
<td>843.953.9780</td>
</tr>
<tr>
<td>Disaster Response Line Phone</td>
<td>Phone</td>
<td>800.556.7445</td>
</tr>
<tr>
<td>Disaster Response Line Email</td>
<td><a href="mailto:Childcare.disaster.response@dss.sc.gov">Childcare.disaster.response@dss.sc.gov</a></td>
<td></td>
</tr>
</tbody>
</table>
II. EMERGENCY PLAN COMPLIANCE

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 (CoC), 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 CoC 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 CoC 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 CoC Fire Marshal conducts practice drills and monitoring of alarms and extinguishers.

ECDC is part of the CoC Emergency Notification System. 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).

**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.
III. 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) or 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 to be 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 shall be held annually (earthquake).
IV. MEDICAL EMERGENCIES

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.

A. 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

B. Medical Emergency Procedure
In the event of a medical emergency,

a. Attending staff will 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.

No staff member should place themselves at risk in the rescue of an injured child or staff member.
V. 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 keep inside the facility, but they will be moved to the hallway for a tornado or to an area furthest from a hazardous chemical spill. 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 here under the care and supervision of our child care staff until dangerous conditions subside (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 (first choice) or the Jewish Studies Building by foot. The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child or authorize that care be provided for the remainder of the day (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 Disasters or Emergencies**

*With advance warning:* In the event that advance notice of a severe storm, hurricane, or other emergency is available and mandatory evacuation is ordered, the campus declares an emergency closing, activates the emergency notification system, and institutes storm preparations procedures (Appendix C). Parents MUST pick their children up within one half hour of notification. If parents cannot be reached, then staff will call the College of Charleston first response team (fire and life safety) to obtain emergency personnel and the children will remain in place under the care and supervision of our child care staff while parents/guardians are contacted.

*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 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.
VI. EMERGENCY EVACUATION PROCEDURES

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 or Administrative Assistant is 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

**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](http://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 - SOEHHPP Hurricane and Tropical Storm Preparedness Plan).

**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.

D. Dangerous or threatening individuals

The Public Safety office at College of Charleston notifies ECDC if this situation exists externally. The facility would go on lockdown with in-place evacuation until notified that the situation was no longer dangerous. If the situation arises inside the building, one or both of our panic buttons would be activated, calling the campus Public Safety officers to our facility. Until they arrive, children and staff would be confined to classrooms and take evasive measures accordingly to protect children from harm.
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.
COLLEGE OF CHARLESTON

EMERGENCY PROCEDURES

PHONE NUMBERS
PUBLIC SAFETY
Emergencies: 843.953.5611
Non-Emergencies: 843.953.5609

PHYSICAL PLANT: 843.953.5550
WEATHER LINE: 843.725.RAIN (843.725.7246)
WEBSITE: www.cofc.edu/emergency

WHAT TO DO...

FIRES
- Activate the nearest fire alarm pull station.
- Call Public Safety at 843.953.5611.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES
- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES
- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 843.953.5611.
- Notify your building administrator, residence hall director or RA.

BOMB THREATS
- Remain calm.
- Get as much information as possible from the threatening caller.
- Call Public Safety at 843.953.5611.
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN
- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person’s access to an exit.
- Call Public Safety at 843.953.5611.

ACTIVE SHOOTERS
- If possible, exit the building immediately and call Public Safety at 843.953.5611.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 843.953.5611.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see “what is happening.”
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

WEATHER EMERGENCIES
- Call the Emergency Weather Hotline at 843.725.7246 (843.725.RAIN).
- For procedures, refer to the College’s Hurricane Plan online at www.cofc.edu/emergency.
- Throughout the event, continue to check the Emergency Website at www.cofc.edu/emergency.
- For updates, monitor local television and radio stations for announcements.

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 843.953.5611.
• 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 explosive 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.
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 Sickl</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.
vii) **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>Assisting children with toileting</td>
<td>Emergency First Aid</td>
</tr>
<tr>
<td>Teacher assistants</td>
<td>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 off 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. Midday 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.
APPENDIX E
Fire Drill & Panic Button Log Forms

Fire Drill Summary
Name of Building/Facility: EOC
Address: 91 Woodward St, Street
Date of Drill: 10/21/2010

Type of Drill: Regular Night Other Blocked Exit

Building Use: Admin Residence Hall ECOC
Maint Historic House Classroom
Laboratory Gym/PE Other

Drill Conditions
Time to Evacuate: 60 Minutes 60 Seconds
All Occupants Accounted For: Yes No
Did All Occupants Evacuate: Yes No
Regular Exit Used: Yes No
Condition of Alarm System: Good

Type of Signal Used: Sound
Exit & Escape Conditions: Good
Occupant Attitude: Good
Temperature/Weather Conditions: Good

Difficulties Noted
Comments/Recommendations

Drill Administrator: Occupancy Representative

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Name of Building/Facility: EOC
Address: 91 Woodward St, Street
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Occupant Attitude: Good
Temperature/Weather Conditions: Good

Difficulties Noted
Comments/Recommendations

Drill Administrator: Occupancy Representative
<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>