

EMERGENCY PLAN FOR MONTESSORI FOUNTAINHEAD SCHOOL

278-A Meeting Street
Charleston, SC 29401
843-853-6009

I. Emergency Phone Numbers

Title/Agency	Contact Name	Phone Number
School Director	Nana Fox	843-853-6009
Emergency	N/A	911
Police (non-emergency)		843-577-7434
Fire (non-emergency)		843-724-3429
Poison Control		803-777-1117
Local Health Dept.	SCDHEC Region 7	843-953-0038
Building Inspector		843-724-7431
Dept. of Social Services		843-953-9400
Division of Early Care & Education		888-825-7174
Child Care Services Emergency Response <i>childcare.disaster.response@dss.sc.gov</i>		800-556-7445
Licensing Specialist		843-724-3711
Evacuation Site		

II. Medical Emergencies

A. Medical Conditions Under Which Emergency Care and Treatment is Warranted.

Medical emergencies that would require immediate medical care by a healthcare professional include the conditions listed below. *DSS Regulation 114-505 C(1)(a)*

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure

- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

B. Steps to follow in a medical emergency: *DSS Regulation 114-505 C(1)(b)*

- Train staff to recognize signs and symptoms of conditions that require immediate medical attention.
- Call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
- Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- Hospital of choice: Medical University of South Carolina
 - Children's Hospital Emergency Room
 - 96 Jonathan Lucas Street, Charleston, SC 29425
 - 843-792-1414
- Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
- Take the child's emergency medical information form(s) to the hospital and remain with the child until a parent/guardian arrives.
- If emergency services are unavailable, a senior staff member will transport the child to the hospital in a private vehicle.

III. Emergency Evacuation Procedures

A. Preparedness

1. Evacuation Plans

a. In Place Evacuation

In the event that an emergency occurs at Montessori Fountainhead School and "in place evacuation" is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, inside the classrooms. The children will remain there under the care and supervision of our staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to the MUSC Children's Hospital Emergency Room by ambulance or private vehicle where they will be examined by a healthcare professional and the parents/guardians will be contacted.

b. On Site Evacuation

In the event that an emergency occurs at Montessori Fountainhead School and “on site evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to the Elementary Classroom. The children will remain there under the care and supervision of our staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to the MUSC Children’s Hospital Emergency Room by ambulance or private vehicle where they will be examined by a healthcare professional and the parents/guardians will be contacted.

c. Off-Site Evacuation

In the event that an emergency occurs at Montessori Fountainhead School and “off-site evacuation” is necessary due to events such as a fire, flood, etc., the children will be relocated to the Charleston Fire Department, Meeting Street Station, by foot. The children will remain at this alternate site under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and make arrangements to pick up their child or authorize that care be provided for the remainder of the day.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to the MUSC Children’s Hospital Emergency Room by ambulance or private vehicle where they will be examined by a healthcare professional and the parents/guardians will be contacted.

d. Major Disasters or Emergencies

In the event that a major emergency or disaster occurs (such as major environmental hazards, tornadoes, hurricanes, earthquakes, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by private vehicle. The children will remain at the Red Cross shelter under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and make arrangements to pick up their child.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to the MUSC Children’s Hospital Emergency Room by ambulance or private vehicle where they will be examined by a healthcare professional and the parents/guardians will be contacted.

2. The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.
3. The plan will be available for immediate review by staff, parents, and Child Care Licensing during business hours.
4. Each child of capable age will receive training concerning emergency evacuation procedures during orientation. Fire drills will be held on a monthly basis, and drills for other disasters will be held every 6 months. The time, date, and type of drill is listed below.

Type of Drill	Date of Drill	Time of Drill

5. When children are relocated, the staff member who will maintain the children's records and the documentation for a child's release to an authorized person is: Nana Fox.
6. Pending approval by DSS Child Care Licensing, arrangements for relocation have been made with Charleston Fire Department, Meeting Street Station.
7. Local radio and television stations that will be monitored during an emergency situation are:
 - a. WCSC - CBS - Channel 5
 - b. WCBD - NBC - Channel 2
 - c. WCIV - ABC - Channel 4
 - d. WSCI-FM Charleston 89.3
 - e. WJWJ-FM Beaufort 89.3

The staff member who will monitor these stations during an emergency is: Maria Wilson.

8. The procedure for safe and prompt evacuation of toddlers and non-ambulatory children is as follows:
 - a. A staff member will check the bathroom and any other areas where children might be.
 - b. Staff members will take the roster with emergency contact information, attendance sheet and first aid kit if easily carried.
 - c. Toddlers and non-ambulatory children will be carried out the nearest exit by staff members.
 - d. Teachers will account for all children by checking the attendance sheet.
9. Children will be released only to a known parent or guardian.
10. In case of an evacuation, the relocation site address will be posted on the front gate of the building.

11. Evacuation Checklist

Item	Responsible Staff Member	Date Checked
Contact List for Student Families	Nana Fox	
Contact List for Staff Families	Nana Fox	
Children's Emergency Information	Nana Fox	
Medications/Medical Supplies	Masha Wilson	
Charged Cell Phone		

First Aid Kit	Masha Wilson	
Flashlights w/extra batteries		
Battery operated radio w/extra batteries		
Wet Wipes and Tissues		
Disposable Cups		
Water and Non-Perishable Food	Masha Wilson	
Diapers		
Blankets		
Vehicle Keys	Masha Wilson	
Hand Sanitizer		

12. The staff member who will ensure that all vehicles to be used in an emergency or evacuation have at least ½ tank of gas is Maria Wilson.

13. Staff Emergency Assignment Chart

14. The hospital or source of health care to be used is:

Medical University of South Carolina
 Children's Hospital Emergency Room
 96 Jonathan Lucas Street, Charleston, SC 29425
 843-792-1414

15. The method of transportation to be used in an emergency is private vehicle

16. Training procedures.

- a. Staff orientation shall include training on the emergency plan.
- b. Practice the evacuation plan on a regular basis to ensure that it works, to help all staff know what to do, and to avoid panic.
- c. Involve the children in the drill in a way that will not frighten them. For example, tell them that you are
- d. Practicing ways to keep them and you safe "in case of" an emergency instead of calling the exercise a fire drill, evacuation drill, etc.
- e. Use drills to help evaluate, modify, and update the plan to make it more effective and efficient.

17. The Escape Plan and Fire Plan required by the Fire Marshal are at the end of this Emergency Plan.

18. Emergency Item Locations

- a. First Aid Kit - Primary Classroom supply closet.
- b. Additional Emergency Supplies - Primary Classroom supply closet

- c. Cell phone - Primary Classroom locker
- d. Electricity shut off - Breaker box located inside the front gate
- e. Gas shut off - N/A
- f. Water shut off - In the sidewalk in front of the driveway
- g. Air Vent shut off - N/A

19. In the event of an evacuation, a staff member will turn off the electricity at the breaker box.

D. Contacting Child Care Services

In order to assist the entire child care community during an emergency or disaster situation, a representative of our facility will call Child Care Services (800-556-7445) with the following information:

1. Name of facility: Montessori Fountainhead School
2. Address of facility: 278-A Meeting Street, Charleston SC 29401
3. Working phone number: 843-853-4545 OR 843-810-0221
4. Operational Status (after a disaster). Select one of the following.
 - a. Can operate at full capacity
 - b. Can operate at partial capacity (# of children)
 - c. Can only operate as an emergency temporary site
 - d. Cannot operate at all and need assistance relocating children

Fire Plan for Montessori Fountainhead School

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
2. Pull Fire Alarm or call out "CODE RED" if the alarm does not work.
3. Report Fire to 911 once outside, using a cell phone. Tell 911, "There is a fire at 278 -A Meeting Street, downtown Charleston." If the cell does not work, the director will assign someone to call from a neighbor's residence or place of business to report the emergency.
4. Use portable fire extinguisher, if it is safe to do so.
5. Evacuate all children and all adults through the nearest exit away from the fire to an area well away from the building.
 - a. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children will go out the direct exit in their class and assemble by the front gate.
 - b. The director or designee will check the bathroom and any other areas where someone may be.
 - c. All teachers will take the roster with emergency contact information, attendance sheet and first aid kit if easily carried.
 - d. Teachers will close all doors as they leave the building.
 - e. Teachers will account for all children by checking the attendance sheet and reporting to the director as soon as possible.
 - f. First aid will be administered as needed by the director or designee.
 - g. Do not reenter the building without permission given by the emergency officials.
 - h. Once all children are accounted for and it is safe to do so, the teachers will escort the children to a location away from the building, where parents may pick up their children.
 - i. Notify parents to pick up children as soon as safety permits. Our safe location meeting is Charleston Fire Station, Meeting Street, Charleston.

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