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Website: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

Reference Number: 100-25-DD

Title of Document: Disaster Preparedness Plan for DDSN and Other DSN Providers of Services to People with Disabilities and Special Needs

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**(REVISED)**

**Applicability:** DDSN Regional Centers and DSN Service Providers

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The purpose of this directive is to prescribe a plan for preparing for a disaster, directing operations during a disaster, and recovering from a disaster in South Carolina. The plan will prescribe the responsibilities for consumers and staff during a disaster and assign responsibility to certain staff when a disaster occurs.

Responsibilities - Each DDSN Facility and DSN service provider offering services to individuals with disabilities will have a disaster plan that will provide direction and guidance to staff during an emergency situation. Each plan will contain:

1. Disaster Preparedness Section
  - a. Training to staff
  - b. Assignment of responsibility to staff
2. Emergency Operations
3. Evacuation Plan
4. Recovery Action

**DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

**DISTRICT II**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

## Central Office Emergency Operations Center (COEOC)

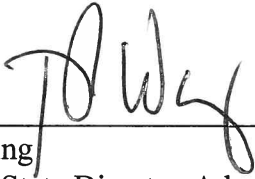
The administrative offices of the Department of Disabilities and Special Needs (DDSN) will establish an emergency operations center located in the administration building at 3440 Harden Street Extension, Columbia, South Carolina to be activated in the event a disaster reaches the proportion that more than one region can handle. See the attached plan.

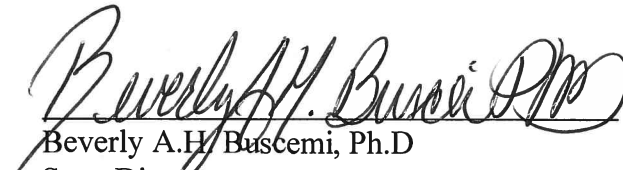
### Disaster Preparedness Plans

Each DSN Facility, DSN Board, DSN QPL Residential Habilitation Provider and other DSN service providers of services to people with disabilities will have a plan that must be reviewed by a higher authority at least annually.

### Disaster Preparedness Training

Periodically each DDSN Facility and DSN service provider must conduct a disaster preparedness training that will test out the plan. The training exercise should be done at least annually.

  
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Tom Waring  
Associate State Director-Administration  
(Originator)

  
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Beverly A.H. Buscemi, Ph.D  
State Director  
(Approved)

***To access the following attachments, please see the agency website page “Attachments to Directives” under this directive number at <http://www.ddsn.sc.gov/about/directives-standards/Pages/AttachmentstoDirectives.aspx>.***

Attachment: Disaster Preparedness Plan