

**South Carolina Department of Disabilities
and
Special Needs**

**Disaster Preparedness
Plan**

August 9, 2016

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I. STATEWIDE DISASTER PHONE LIST

SC Department of Disabilities and Special Needs Statewide Disaster Phone List – Revised 08/09/16		
A.	Central Office	
1.	Emergency Operations Center (Command Center)	(803) 898-9649
2.	Back-Up Emergency Line for Emergency Operations Center	(803) 253-7610
3.	Fax - Emergency Operations Center	(803) 898-9656
4.	Emergency Operations Center (Tom Waring)	Cell (803) 309-3375
5.	Emergency Operations Center (Reed Marshall)	Cell (803) 572-1269
6.	Community Services (District I Director-John King)	(864) 938-3497 Cell (864) 938-5089
7.	Community Services (District II Director-Rufus Britt)	(843) 832-5567 Cell (843) 870-3518
8.	Email (Command Center)	EOC@ddsn.sc.gov
9.	Email (Tom Waring)	TWaring@ddsn.sc.gov
10.	Email (Reed Marshall)	RMarshall@ddsn.sc.gov
11.	Email (Joan Cooper)	JCooper@ddsn.sc.gov
12.	Public Telephone (Central Office Switchboard)	(803) 898-9600
13.	Back-Up Emergency Switchboard	(803) 253-7610
14.	Ham Radio (Tom Waring)	KJ4NOI
15.	Ham Radio (Reed Marshall)	KJ4NOC
B.	Coastal Center	
1.	Public Telephone (Switchboard)	(843) 873-5750
2.	Facility Administrator (Becky Hill)	Cell (843) 495-0830
3.	Quality Improvement/Facility Administrator Designee	Cell (843) 200-9783
4.	Fax	(843) 821-5800
5.	Public Safety	Cell (843) 200-9781
6.	Officer of the Day	Cell (843) 200-9782
7.	Director of Residential Services	Cell (843) 296-1443
8.	Email	List EOC Coastal (EOCCoastal@ddsn.sc.gov)
9.	District II Office (Rufus Britt)	(843) 832-5576
10.	Fax – District II Office	(843) 832-5599
11.	Email – District II Office	RBritt@ddsn.sc.gov
12.	Ham Radio (Delores Ketchens)	KK4KCK
13.	Ham Radio (Bobbie Taylor)	KK4J0F
C.	Midlands Center	
1.	Public Telephone (Switchboard)	(803) 935-7500
2.	Facility Administrator (Nancy Hall)	Cell (803) 600-4845
3.	Fax (Administration)	(803) 935-7678
4.	Officer of the Day	Cell (803) 600-4772
5.	Administration Officer of the Day	Cell (803) 518-1873
6.	Director of Residential Services/Day Supports	Cell (803) 600-4843
7.	Support Services	(803) 935-7567
8.	Email (Midlands Emergency Operations Center)	EOCMidlands@ddsn.sc.gov
9.	Ham Radio (Richardo Holmes)	KK4RTV

D.	Pee Dee Center	
1.	Public Telephone (Switchboard – Pee Dee Center)	(843) 664-2600
2.	Facility Administrator (Pee Dee Center – John Hitchman)	Cell (843) 495-3302
3.	Fax – Pee Dee Center	(843) 664-2656
4.	Email	EOCPeeDee@ddsn.sc.gov
5.	Public Telephone (Switchboard – Saleeby)	(843) 332-4104
6.	Director of Nursing (Saleeby)	Cell (843) 495-3298
7.	Fax – Saleeby	(843) 332-0842
8.	Officer of the Day/Residential Director (Saleeby)	Cell (843) 495-3300
9.	Officer of the Day (Pee Dee Center)	(843) 664-2622
10.	Officer of the Day (Jack Peterson)	(843) 495-0831
11.	Ham Radio (Jack Kolesar)	N3AJU
12.	Ham Radio Volunteer (John Germain)	NA3JAL
E.	Whitten Center	
1.	Public Telephone (Switchboard)	(864) 833-2733
2.	Facility Administrator (Wes Leonard)	Cell (864) 938-5075
3.	Fax	(864) 938-3115
4.	Officer on Duty	(864) 938-5080
5.	Service Support	Cell (864) 938-5103
6.	Email	List EOC Whitten (EOCWhitten@ddsn.sc.gov)
7.	District I Office (John King)	(864) 938-3510
8.	Fax – District I Office	(864) 938-3435
9.	Email – District I Office	JKing@ddsn.sc.gov
10.	Residential Services	Cell (864) 938-5077
11.	Lead Facility Office of the Day	Cell (864) 923-6972
12.	Ham Radio (Wes Leonard)	KJ4NNZ
F1.	Autism – Central Office	
1.	Daniel Davis	(803) 898-9639
2.	Email	ddavis@ddsn.sc.gov
F2.	Autism - Piedmont	
1.	Spartanburg – Autism Office	(864) 594-4907
2.	Spartanburg – Autism Fax	(864) 594-4923
F3.	Autism - Coastal	
1.	Public Telephone (Switchboard)	(843) 832-5561
2.	Fax	(843) 832-5560
3.	Emergency Operations Center (Shontel Evans)	Cell (843) 209-9512
4.	Email	sevans@ddsn.sc.gov
5.	Division Director – Daniel Davis	(803) 898-9639
G.	State Emergency Management Division	
1.	Telephone	(803) 737-8500
2.	Fax	(803) 737-8570
3.	Email #1	Warning1@EMD.sc.gov
4.	Email #2	Warning2@EMD.sc.gov

H.	DHEC – (DURING DISASTER)	
1.	ESF-8 Leader (Shirley Hollingsworth)	(803) 898-3709 Cell (803) 636-7361
2.	Fax	(803) 898-3335
3.	Email (Shirley Hollingsworth)	HollinsD@DHEC.sc.gov
4.	On-Call 24/7	(803) 622-7259
I.	Regional Center Contacts for Video Conferencing Rooms	
1.	Pee Dee Center (Susan Baker)	(843) 664-2618
2.	Saleeby Center (Lisa Hancock) (Rebecca Ratliff)	(843) 857-1915 (843) 857-1914
3.	Coastal Center (Delores Ketchens) (Rufus Britt)	(843) 832-5576 (843) 832-5567
4.	Midlands Center (Annie Drakeford)	(803) 935-7502
5.	Whitten Center (Susan Simpson) (Sonya Renwick – John King)	(864) 938-3423 (864) 938-3510
J.	DDSN Video Conference Units Aliases	
	Location	Alias
1.	<i>Central Office</i>	
	CO-180	128180
	CO-251	128251
	CO-6000	12801
2.	<i>Coastal Center</i>	
	CC-SX20	13201
3.	<i>Midlands Center</i>	
	MC-SX20	13001
4.	<i>Pee Dee Center</i>	
	PC-SX20	13401
5.	<i>Saleeby Center</i>	
	SC-75MXP	13081
6.	<i>Whitten Center</i>	
	WC-SX20	13601

II. STATEWIDE DISASTER PHONE LIST FOR PROVIDERS

SC Department of Disabilities and Special Needs Statewide Disaster Phone List for Providers– Revised 08/09/16		
A.	Central Office	
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2.	Back-Up Emergency Line – Emergency Operations Center	(803) 253-7610
3.	Fax – Emergency Operations Center – Command Center	(803) 898-9656
4.	Emergency Operations Center – Tom Waring	Cell (803) 309-3375
5.	Emergency Operations Center – Reed Marshall	Cell (803) 572-1269
6.	Public Telephone (Central Office Switchboard)	(803) 898-9600
7.	Back-Up Emergency Switchboard	(803) 253-7610
8.	Email - Command Center	EOC@ddsn.sc.gov
9.	Email (Tom Waring)	TWaring@ddsn.sc.gov
10.	Email (Reed Marshall)	RMarshall@ddsn.sc.gov
11.	Email (Joan Cooper)	JCooper@ddsn.sc.gov
12.	Ham Radio (Tom Waring)	KJ4NOI
13.	Ham Radio (Reed Marshall)	KJ4NOC
B.	District I	
1.	Community Services – District I Director	(864) 938-3497 Cell (864) 938-5089
2.	District I Office (John King)	(864) 938-3510
3.	Fax – District I Office	(864) 938-3435
4.	Email – District I Office	JKing@ddsn.sc.gov
C.	District II	
1.	Community Services – District II Director	(843) 832-5567 Cell (843) 870 3518
2.	District II Office (Rufus Britt)	(843) 832-5576
3.	Fax – District II	(843) 832-5599
4.	Email – District II Office	RBritt@ddsn.sc.gov
D.	State Emergency Management Division	
1.	Public Telephone	(803) 737-8500
2.	Fax	(803) 737-8570
E.	DHEC	
1.	Upstate Region Public Health Preparedness – Director	(864) 372-3138
2.	Midlands Region Public Health Preparedness – Director	(803) 576-2691
3.	PeeDee Region Public Health Preparedness – Director	(843) 673-6546
4.	Low Country Region Public Health Preparedness – Director	(843) 953-0062
5.	Health Regulation Division – Director	(803) 545-4400

III. TYPES OF DISASTERS LIKELY TO IMPACT SOUTH CAROLINA

Nature of Disaster	Probability	Probable Location	Probable Time
1. Hurricane	High	Coastal	June - November
2. Thunderstorms	Moderate	Localized	Year Round
3. Tornado	Moderate	Localized	Spring/Summer
4. Flooding	Moderate	Statewide	Year Round
5. Forest Fires	Moderate	Statewide	Fall
6. Dam Failure	Moderate	Localized	Year Round
7. Nuclear Accident	High/Moderate	Localized	Year Round
8. Snow and Ice	Moderate	Localized	Winter
9. Earthquakes	Moderate	Statewide	Year Round
10. Pandemic Influenza	Moderate	Statewide	Seasonal
11. Fire	Moderate	Localized	Year Round
12. Water Contamination	Moderate	Localized	Year Round
13. Terrorism	Low	Localized	Year Round

At a minimum, all plans shall have detailed procedures, which outline what action(s) will be taken if the referenced emergency occurs.

Footnote #1: Hurricane Plan - Attachment C

Footnote #2: Pandemic Influenza - Attachment E

Footnote #3: Water Contamination – Attachment F

III. PURPOSE

- A. Guidance to the DDSN District Offices, county DSN boards, and providers of services to consumers on procedures, organization, and responsibilities.
- B. Identification and designation of responsibilities and roles of Department of Disabilities and Special Needs (DDSN) staff.
- C. An outline of actions required to be taken by the staff prior to (when possible), during and after a disaster.
- D. Specify actions to be taken to meet financial responsibilities incurred as a result of the disaster.

IV. OPERATING PRINCIPLES

- A. DDSN in offering services to the consumer is responsible for the safety and welfare of their consumers and that responsibility remains with DDSN regardless of where the consumers are located.
- B. Local DSN Boards and QPL Residential Habilitation Providers will contact their DDSN District Director, who will then immediately inform the Associate State Director of Operations of impending or existing disaster within their jurisdiction. DDSN Regional Centers will contact the DDSN District Director of impending or existing disaster within their jurisdiction. The Associate State Director of Operations is responsible for notifying the State Director. **Once the Central Office Emergency Operation Center (COEOC) has been activated, all information concerning an impending or existing disaster from local providers and DDSN Regional Centers should be sent to the COEOC. (Refer to Page 3-5 for Statewide Disaster Phone list). (Providers Relocation Agreements per Attachment B)**
- C. Directions of disaster operations are exercised by the lowest level of service provision to the extent that level of administration can conduct operations.
- D. A request for support or assistance should be made to higher levels of administration following the determination that a disaster is of such severity and magnitude that an effective response is beyond the capability of the lower level of administration.

Level of Administration

- 1. Family
 - 2. DSN Board/QPL Provider
 - 3. Community DDSN District Office
 - 4. DDSN Central Office
 - 5. State Emergency Management Division
 - 6. Federal Emergency Management Agency
- E. Each provider shall have a plan for each facility in its jurisdiction and each DDSN District will have a plan for the DDSN Regional Center. All plans will include, at

a minimum, all items listed in Attachment A (Elements to be Included in a Disaster Plan).

- F. Plans will be reviewed and approved annually:
1. DDSN Regional Centers will submit Emergency Preparedness Plans and Relocation Agreements to the DDSN Central Office Emergency Operations Group for review and approval by June 1st of each calendar year.
 2. DSN Board/QPL Residential Providers will submit Emergency Preparedness Plans and Relocation Agreements to their respective Community DDSN District Office for review and approval by June 1st of each calendar year.

V. RESPONSIBILITIES

- A. The State Director is responsible for assuring the safety, security and welfare of the individuals served and staff of DDSN and is empowered with the authority to perform the duties to maintain their well-being during a disaster situation or when a disaster is considered imminent.

The State Director's duties include:

1. Proclaim a DDSN emergency and declare who is to assume the management for the consumers and staff, and who is to assume the responsibility of managing the disaster response at each level when a determination is made that the situation is beyond the response capability of the affected jurisdiction;
 2. Suspend the provisions of existing regulations prescribing procedures for the conduct of business when such regulations prevent, hinder or delay necessary actions in coping with the disaster;
 3. Suspend the normal operation of business when such business hinders or delays necessary actions in coping with the disaster;
 4. Direct the utilization of all available DDSN resources as reasonably necessary to cope with the disaster;
 5. Transfer the direction, personnel or functions of DDSN resources for the purpose of facilitating or performing emergency services as necessary or desirable; and
 6. Activate the DDSN Central Office Emergency Operations Center and designate who will direct the center;
 - a. Associate State Director-Administration
 - b. Project Manager-Engineering Division
- B. *DDSN* Central Office Emergency Operations Center (COEOC)
1. The Emergency Operations Center is the organization employed by the State Director in exercising authority for the direction of disaster response.

The Emergency Operations Center is staffed by selected Central Office staff.

2. The Central Office has six (6) major responsibilities in a disaster situation:
 - a. Planning an effective disaster management response;
 - b. Warning of impending disaster;
 - c. Timely, effective deployment of resources in support of disaster operations in the state DDSN system;
 - d. Coordination and direction of restoration and recovery operations in the disaster area when such operations are beyond the capability of the level of administration affected or when requested by the local administrator;
 - e. Assess the requirements for and procure support and assistance from sources outside the disaster area and from state agencies and federal government; and
 - f. Inform and update the State Emergency Operations Center (SEOC) on the status of the emergency response. Also request assistance when needed.

3. The Director of the Central Office Emergency Operations Center manages the disaster response. The responsibilities shall be:
 - a. Assignments by the State Director;
 - b. Organizing and staffing the Emergency Operations Center to ensure its effective response to disaster;
 - c. Coordinating the activities of the various agencies, regions and units in preparing for and operating in disasters including the utilization of all facilities, equipment, manpower and other resources within the jurisdiction of DDSN;
 - d. Preparing emergency proclamations for the State Director and disseminating to all concerned;
 - e. Receiving, processing, evaluating and acting on requests for assistance;
 - f. Establishing, directing and coordinating operations of the DDSN emergency communication system;
 - g. Directing and coordinating public information services for the DDSN service delivery system;
 - h. Directing and coordinating evacuation of areas affected or threatened by a disaster;
 - i. Preparing reports and records.

4. Organization - The Emergency Operations Center is organized into the following groups:
 - a. Executive Group
 - (1) Coordinated by Associate State Director-Administration.
 - (2) Composed of the Executive Staff.
 - b. Operations Group
 - (1) Project Manager-Engineering Division
 - (a) Director of Finance.
 - (b) Director of HRM.
 - (c) Director of Purchasing and Supply.
 - (d) Professional staff of Engineering Division.
 - c. Communication Group
 - (1) Director of IT
 - (a) Manager Information Technology Services.
 - (b) Telecommunications Coordinator.
 - (c) Community Relations Coordinator.
 - d. Support Group
 - (1) Director of HRM.
 - (2) Project Coordinator.
5. Responsibilities and Functions
 - a. Executive Group
 - (1) Establishes policy and procedures.
 - (2) Develops the overall plan of action, including deployment of personnel and equipment to implement the plan.
 - (3) Establishes priorities of and allocates resources to support disaster tasks and operations.
 - (4) Directs support and recover operations in the disaster area and provides emergency funding of operations.
 - (5) Determines and coordinates the evacuation plan.
 - (6) Coordinates requests for and utilization of state and federal aid.
 - b. Operations Group
 - (1) Implements the plan of action to include procurement and coordinates the utilization of support forces and resources required to carry out operations in the disaster area or areas affected.
 - (2) Organizes and coordinates any immediate on site visits to the disaster area or areas.
 - (3) Collects, analyzes and reports damage data and effects.

- (4) Assesses requirements for state and federal support.
 - (5) Implements evacuation plans.
 - (6) Reviews all regional plans.
 - (7) Prepares staff for disasters (training and drills).
 - (8) Assigns tasks to Central Office staff.
 - (9) Coordinates requests for staff assistance.
 - (10) Coordinates the transportation, energy and supply needs.
- c. Communication Group
- (1) Provides effective communications to support operations in the disaster area to include communication other than typical telephones, (i.e., computer, radio, cellular phones, other). Disseminates official information and instructions to consumers, staff and families.
- d. Support Group
- (1) Provides administrative and clerical support.
6. Concept of Operation
- a. The Emergency Operations Center and staff of the Central Office are activated on order of the State Director.
 - b. The severity and magnitude of the disaster determine the degree and extent of staff activation and mobilization of resources and may be ordered on a full staff basis or on a limited scale by designation of specific staff and resources to be mobilized.
 - c. The Executive Suite of the Central Office will function as the operations center for the Emergency Operations Center.
 - d. When mobilized for duty in the Emergency Operations Center, the staff assumes the roles assigned and operates according to standing operating procedures established by the executive, operations, communication, and support groups.
 - e. Central Office staff will be assigned an emergency operations position and a primary contact person. The staff must make contact with the primary contact person as soon as a disaster warning has been issued or, in the case of an unexpected disaster, staff will secure their own family and at the first possible time, contact their primary contact.
7. Tasks
- a. Pre-disaster
 - (1) Executive Group
 - (a) Establishes and maintains contact with South Carolina Emergency Management Division

(SCEMD), Governor's Office and other agencies needed.

- (b) Maintains standing operating procedures for Emergency Operations Center.
- (c) Alerts and organizes the Emergency Operations Center.
- (d) Maintains a plan of action including deployment of personnel and equipment to implement plan.

(2) Operations Group

- (a) Practices the execution of plan.
- (b) Prepares Central Office facility for emergency to include power, water, etc.

(3) Communication Group

- (a) Maintains communication system in readiness condition for the Central Office.
- (b) Sets up communication procedures and location.
- (c) Plans for utilization of communication equipment in regions.
- (d) Maintains liaison with news media.

(4) Support Group

- (a) Identifies all methods of contacting staff.
- (b) Provides ID cards for Central Office staff.

b. Disaster Phase

(1) Executive Group

- (a) Evaluate information from disaster area.
- (b) Initiates resources to support disaster operations.
- (c) Directs support operation.

Elements To Be Included In A Disaster Plan

The following items are considered essential to a well-written disaster/emergency preparedness plan developed by a DDSN Regional Facility or Provider:

1. Give the references that show provider's authority and also refers to other disaster preparedness plans that the local plan, if any, ties into.
2. Define the purpose for the plan.
3. Outline the organizational structure of the provider and how these various components have responsibilities for responding to emergency situations.
4. Describe specific responsibilities of the key administrative personnel.
5. Describe the mission, provider's function, and location of an emergency operations center that would be activated in the event of an emergency.
6. Describe backup communication system during an emergency.
7. Describe emergency power source back up or contingency plans.
8. Describe emergency food supplies acquisition plans.
9. Describe health and sanitation plans.
10. Describe transportation capabilities available to respond to emergencies.
11. Describe temporary emergency shelter capabilities.
12. Describe plan for evacuation of and receipt of consumers.
13. Provide specific information to respond to the following types of emergencies:

a) Hurricane.	h) Snow and Ice.
b) Severe local storm to include tornadoes.	i) Earthquakes.
c) Flooding.	j) Pandemic Influenza.
d) Forest Fire.	k) Fire.
e) Snow and/or ice.	l) Water Contamination.
f) Earthquake.	m) Terrorism.
g) Nuclear accident.	
14. Describe the actions to be taken during disaster/emergency phases to include pre-impact, phase impact phase, continuation of operations phase, and recovery phase.
15. Coastal Counties: List of all Residential, Day Program and Administration Facilities with accurate current addresses and identified evacuation zones for each property. Consult with local county emergency management for hurricane evacuation zone information.
16. Provide a Continuity Of Operations Plan (COOP). Identify and describe essential functions and ensure that functions can be continued throughout, or resumed shortly after a disruption of normal activities.

**SC Department of Disabilities and Special Needs
DDSN Emergency Relocation Agreements – Revised 08/09/16**

Region/Board/Provider	Sheltering Facility	Effective Date	
		From	To
District I			
Midlands Center	Whitten Center;	03/10/16	Annually
	Coastal Center	03/10/16	Annually
	Pee Dee and Saleeby Center	03/10/16	Annually
Whitten Center	Midlands Center	04/01/15	Annually
	Coastal Center	04/01/15	Annually
	Pee Dee and Saleeby Center	04/01/15	Annually
	Clinton National Guard Armory	05/18/11	Annually
	Laurens Armory	05/15/11	Annually
	Clinton Family YMCA	08/22/14	Annually
	Palmetto Ambulance Service (evacuation transportation agreement)	09/25/13	Annually
Aiken County DSN Board	Colleton	05/11/15	Annual
	Orangeburg	05/08/15	Annually
	Jasper	05/07/15	Annually
Anderson County DSN Board	Boulevard Baptist Church	02/04/13	Annually
	Mt. Zion Community Center	02/15/13	Annually
	Orville Baptist Church	01/22/13	Annually
	Trinity United Methodist Church	01/22/13	Annually
	Calvary Baptist Church	02/05/13	Annually
	Honea Path Elementary	01/22/13	Annually
Babcock Center, Inc.	Calhoun County DSN Board	07/01/11	Indefinite
	Dorchester County DSN Board	09/07/12	Annually
	Williamsburg County DSN Board	09/03/09	Indefinite
Burton Center Multi-County DSN Board	Burton Center Admin and Greenwood Day Program (Primary)	04/05/13	
	Burton Center Saluda Day Program (Secondary)	04/05/13	
Calhoun County DSN Board	Babcock Center, Inc.	07/01/11	Indefinite
	Burton Center Multi-County DSN Board	07/01/09	Indefinite
Charles Lea Center	Hampton County DSN Board	04/11/08	Indefinite
Chester/Lancaster County	Lee County DSN Board	07/01/13	Annually
	York County DSN Board	04/01/14	Annually
Cherokee County DSN Board	Charles Lea Center	10/29/12	Indefinite
Fairfield County DSN Board	York County DSN Board	04/01/13	Annually
	Midlands Center	04/11/13	Annually
Greenville County DSN Board	Area Churches (total 5 agreements)	02/03/14	Indefinite
Kershaw County DSN Board	Babcock Center, Inc.	09/06/02	Indefinite
	Greenville County DSN Board	07/01/00	Indefinite
	York County DSN Board	10/01/08	Indefinite
Laurens County DSN Board	Charles Lea Center	09/24/08	Indefinite
	Evergreen Skills Day Center	06/13/13	
Newberry County DSN Board	York County DSN Board	04/01/14	Annually
	Berkeley Citizens, Inc.	04/11/14	Annually

Oconee County DSN Board	Foothills Community Church	04/11/14	Annually
	Anderson County DSN Board	03/19/14	Annually
Pickens County DSN Board	Crossroads Baptist Church	01/01/15	12/31/15
	Powdersville First Baptist Church	01/01/15	12/31/15
Union County DSN Board	Tabernacle Baptist Church	04/22/14	
	Jonesville Elementary School	05/15/14	
York County DSN Board	Chester/Lancaster County DSN Board	04/01/15	Annually
	Horizon Industries	04/01/15	Annually
	Newberry County DSN Board	04/01/15	Annually
	Fairfield County DSN Board	04/01/15	Annually
District II			
Coastal Center	Midlands Center	04/01/15	Annually
	Whitten Center	04/01/15	Annually
	Pee Dee and Saleeby Center	04/01/15	Annually
Pee Dee and Saleeby Center	Midlands Center	04/01/15	Annually
	Whitten Center	04/01/15	Annually
	Coastal Center	04/01/15	Annually
Region/Board/Provider	Sheltering Facility	Effective Date	
		From	To
Allendale/Barnwell Counties	CHESCO Services	12/12/12	Indefinite
	Marion/Dillon DSN Board	07/24/14	Annually
Bamberg County DSN Board	Hampton County DSN Board	03/25/13	Indefinite
	Lancaster County DSN Board	07/01/96	Indefinite
Beaufort County DSN Board	Anderson County DSN Board and Calvary Baptist Church	02/04/15	Annually
	Calhoun County DSN Board	02/28/15	Annually
	Burton Center	02/27/15	Annually
Berkeley Citizens, Inc.	Clarendon County DSN Board	04/10/14	Annually
	Newberry County DSN Board	04/11/14	Annually
Disabilities Board of Charleston County	Babcock Center	06/01/14	Indefinite
	Coastal Center	06/09/15	
Clarendon County DSN Board	Newberry County DSN Board	03/08/12	03/08/13
Colleton County DSN Board	Aiken County DSN Board	05/23/13	Annually
CHESCO Services	Allendale/Barnwell County DSN Board	11/03/11	Indefinite
Darlington County DSN Board	Babcock Center, Inc.	06/01/11	Annually
	Sumter County DSN Board	06/01/11	Annually
	Hartsville Special Housing, Inc.	06/01/11	Annually
Dorchester County DSN Board	Babcock Center	09/17/12	Annually
	Calhoun County DSN Board	09/18/12	Annually
Florence County DSN Board	Sumter County DSN Board	02/08/12	Annually
Georgetown County DSN Board	Florence County DSN Board	04/25/13	Annually
Hampton County DSN Board	Bamberg County DSN Board	04/23/12	Indefinite
	Charles Lea Center	04/11/08	Indefinite
Horry County DSN Board	Florence County DSN Board	04/04/11	
Jasper County DSN Board	Aiken County DSN Board	06/01/12	Annually

Lee County DSN Board	Chester/Lancaster DSN Board	07/01/12	06/30/13
	Sumter County DSN Board	07/01/09	06/30/10
	Pee Dee Center	07/01/13	06/30/14
Marion/Dillon County DSN Board	Allendale/Barnwell County DSN Board	07/24/14	Indefinite
	CHESCO Services	05/15/13	06/30/14
	Clarendon County DSN Board	04/28/14	Annually
Marlboro County DSN Board	Marion/Dillon County DSN Board	05/30/12	Indefinite
Orangeburg County DSN Board	Aiken County DSN Board	06/04/12	Annually
Sumter County DSN Board	Florence County DSN Board	07/01/12	Annually
	Lee County DSN Board	07/01/12	Annually
Williamsburg County DSN Board	Kingstree Senior High School	09/04/09	Until Renewed
	Babcock Center, Inc.	05/29/14	Until Renewed
Residential QPL Providers			
Care Focus	Local Hotels and Shelters		
Community Options	CHESCO Services		
South Carolina Mentor	Local Motels/Hotels		
Pine Grove	Pine Grove High School and Local Community Shelters		
United Cerebral Palsy of SC	Community Shelters and Other Agency Facilities		

**SOUTH CAROLINA DEPARTMENT OF DISABILITIES
AND
SPECIAL NEEDS**

CENTRAL OFFICE

HURRICANE PLAN

August 9, 2016

South Carolina Department of Disabilities and Special Needs

Hurricane Emergency Steps

August 9, 2016

I. Annual Hurricane Conference

- A. Notify DDSN Regional Centers and DSN Board/QPL Residential Providers of date and place
 - Normally last week of May

II. Disaster Manual Update

- A. Notify DDSN Regional Centers and DSN Board/QPL Residential Providers to review and update manuals
 - Normally first week in June
- B. Central Office request updated Plans from DDSN Regional Centers
 - Normally first week in April
- C. DDSN District Office request updated plans from DSN Board/QPL Residential Providers.
 - Normally first week in April

III. Hurricane Awareness Months

- A. Monitor weather daily for possible storms
 - Monitor weather from June through November

IV. Impending Storm Procedures

- A. Monitor Weather
 - Local TV
 - Weather Channel
 - Internet (see Attachment D)

V. Pre-Disaster – Hurricane Watch

(Definition: Conditions that indicate that a hurricane may threaten South Carolina)

- A. Monitor weather (see IV).
- B. Review Agency Plan.
- C. Review Facility Plan.
- D. Prepare Emergency Operations Center to open if necessary.
- E. Review responsibilities with Emergency Operations Center team.
- F. Check all emergency phone numbers for accuracy (see pages 3 through 6).
- G. Verbal contact with Facility and Community District Office to ensure plans are in place and the Facilities and Providers are ready to implement plans if necessary.
- H. Notify all hurricane team members to be on stand-by.

VI. Disaster Phase – Hurricane Warning

(Definition: Conditions which indicate that a hurricane is expected to strike within 72 hours)

- A. Activate Central Office Emergency Operations Center in Room 257
 - 1. Hook-up television to monitor weather.
 - 2. Hook-up emergency telephone.
 - 3. Have master plan available.
 - 4. Set time for first Emergency Operations Center meeting and Emergency Operations Center schedule.
 - a. State Director and Executive Staff.
 - b. Others as necessary.
- B. Contact DDSN Regional Facilities and Community DDSN District Offices (for Providers) for update on what action is being taken at their facilities.
 - 1. DDSN Regional Facilities and Community DDSN District Offices are to inform Associate State Director-Administration as changes occur.
- C. Central Office representatives will contact State Emergency Operations Center for statewide update.
 - 1. Storm update.
 - 2. Notify DDSN Regional Facilities and Community DDSN District Offices if evacuation order is issued.
- D. Prepare for the deployment of personnel and equipment. Only deploy if requested.
- E. Arrange with DDSN Regional Facilities to have emergency truck and emergency generator ready for deployment. Emergency generator can be used by DDSN owned facilities with generator receptacle.
- F. Arrange with contracted State Vendor for additional emergency water and transportation of miscellaneous supplies from regions to relocation area if necessary.
- G. EVACUATION – Evacuate if ordered by the Governor or local County Emergency Management or the State Director determines evacuation is in the best interest of the individuals served based on the specific situation of a DDSN Facility.
 - 1. Evacuation Considerations:
 - a. **Category 1** – Wind Speeds (74-95 MPH), Minimal Damage Evacuation.....Evacuation based on conditions as presented, except mandatory when State of Emergency is declared.
 - b. **Category 2** – Wind Speeds (96-110 MPH), Moderate Damage Evacuation.....Evacuation based on conditions as presented, except mandatory when State of Emergency is declared.
 - c. **Category 3** – Wind Speeds (111-130 MPH), Extensive Damage Evacuation..... Providers shall evacuate if directed.

- d. **Category 4** – Wind Speeds (131-155 MPH), Extreme Damage Evacuation.....Providers shall evacuate if directed.
- e. **Category 5** – Wind Speeds (155+ MPH), Catastrophic Damage Evacuation.....DDSN Facilities and Providers in the path of the storm shall be evacuated. The DDSN Facility Administrator or Local Executive Director may direct medically fragile individuals to stay in place after consultation with medical personnel and the DDSN Central Office Emergency Operations Center.

****NOTE**:** If the Governor declares a Mandatory Evacuation, then Providers shall evacuate. County Providers are to coordinate evacuations through their Community DDSN District Office. Unless otherwise directed by DDSN Central Office Emergency Operations Center, DDSN Facilities and Providers are to follow established relocation agreements (see Attachment B).

H. News Release

Provide news release for DDSN happenings, if necessary

I. Re-Entry Phase

- 1. For those who are evacuated, re-entry can be made once ordered by the Governor and determined safe by the DDSN Facility Administrator/Executive Directors/CEOs.
- 2. DDSN Facilities will inform Central Office of re-entry schedule.
- 3. Providers will notify the Community DDSN District Office of re-entry schedule.

J. Close DDSN Central Office Emergency Operations Center

- 1. Close after storm is no longer a danger.
- 2. DDSN Central Office Emergency Operations Center can close prior to State Emergency Operations Center closing.
- 3. Have DDSN Facilities and Providers prepare a written report on what actions were taken during the storm and whether any damages were incurred and what changes need to be made to their plans.

VII. Recovery Phase

(Recovery actions are those taken when the threat of disaster has ended, but residual effects remain)

- A. DDSN facilities and Providers to report injuries to individuals and employees through DDSN Directive 100-09-DD: Critical Incident Reporting.
- B. DDSN Facilities and Providers are to document damages to physical plants (i.e., buildings, roads, trees, etc.).
- C. DDSN Facilities and Providers to make necessary arrangements to bring facilities back to conditions that would allow staff and individuals to return to a normal lifestyle.
- D. DDSN Finance Division will work with DDSN Facilities and Providers to prepare any necessary documentation for FEMA claims.

Hurricane Websites – Revised August 9, 2016

National Hurricane Center	http://www.nhc.noaa.gov/
National Weather Service	http://www.weather.gov/
NWS – Charleston	http://www.weather.gov/chs/
NWS – Columbia	http://www.weather.gov/cae/
NWS – Wilmington	http://www.weather.gov/ilm/
SC Emergency Management Division	http://www.scemd.org/
Storm Prediction Center	http://www.spc.noaa.gov/
FEMA’s Ready Hurricanes	http://www.ready.gov/hurricanes
FSU Tropical Weather (Florida Climate Center)	http://climatecenter.fsu.edu/topics/tropical-weather
Colorado State University (Tropical Meteorology Project)	http://hurricane.atmos.colostate.edu/
Hurricane Image Catalog	http://rsd.gsfc.nasa.gov/rsd/images/
Sun-Sentinel South Florida Weather	http://www.sun-sentinel.com/news/weather/
NASA’s Hurricane Resource Page	http://nasa.gov/mission_pages/hurricanes
University of Michigan’s Weathernet	http://cirrus.sprl.umich.edu/wxnet/
University of Hawaii (Dept. of Meteorology)	http://soest.hawaii.edu/MET/
USA Today’s Weather Page	http://www.usatoday.com/weather/
The Weather Channel	http://www.weather.com
The Weather Underground Hurricane And Tropical Cyclones	http://wunderground.com/hurricane/
Hurricane Storm Tracking	http://hurricane.terrapin.com
Tampa Bay Online Hurricane Guide	http://TBO.com/hurricane-guide
Hurricane City	http://hurricanecity.com
Intellicast Storm Center	http://intellicast.com/storm
Unisys Weather-Hurricane/Tropical Data	http://weather.unisys.com/hurricane



PANDEMIC INFLUENZA PLAN



August 9, 2016

I. INTRODUCTION

Pandemic influenza is an outbreak of a novel influenza virus for which humans have not developed wide-spread immunity. As such, the risk of an outbreak can pose a grave threat to the health of a large proportion of the worldwide population.

It is estimated that many South Carolinians would die in the event of a severe Pandemic Influenza outbreak. It is estimated by the South Carolina Department of Health and Environmental Control (DHEC) that thousands of South Carolinians would be hospitalized in the event of a severe Pandemic Influenza outbreak and health services will be stressed even beyond their “surge” capacity. It is also estimated by the United States Department of Health and Human Services that a high percentage of the entire workforce would be unable to report to work during the peak of a severe Pandemic Influenza outbreak. Usual health and other services may be compromised because of reduced staff and supplies of all types may be difficult to maintain. Due to the disproportionate high presence of health challenges, individuals served by DDSN would generally be at greater risk for both death and hospitalization.

DDSN will maintain a Pandemic Influenza Plan (Plan) to respond to a pandemic influenza outbreak. This Plan is intended to reduce the adverse impact that such an outbreak would have on the individuals, families and staff who receive or provide services through DDSN.

There are six (6) phases of a pandemic influenza recognized by the World Health Organization. The higher the phase, the greater the risk of widespread outbreak. There are also five (5) categories of pandemic influenza severity recognized by the United States Department of Health and Human Services. The higher the category, the higher the projected mortality rate of the respective influenza. Response to a pandemic influenza will be dictated by the respective phase and category of the outbreak. Phase status will be determined by the World Health Organization and category status will be determined by the United States Department of Health and Human Services.

World Health Organization Phases

Interpandemic Period

- Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

- Phase 3: Human infection with a new subtype has been detected, but no human-to-human spread or, at most, rare instances of spread to a close contact.
- Phase 4: Small clusters of human infection with limited human-to-human transmission have occurred, but spread is highly localized suggesting that the virus is not well adapted to humans.

Phase 5: Larger clusters of human infection has been detected, but human-to-human spread still is localized suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible.

Pandemic Period

Phase 6: Increased and sustained transmission in general human population.

United States Department of Health and Human Services Categories

Category 1: Mortality rate less than 0.1% of those infected with influenza (Seasonal Flu)

Category 2: Mortality rate between 0.1% and 0.499% of those infected with influenza (Hong Kong Flu)

Category 3: Mortality rate between 0.5% and 0.999% of those infected with influenza

Category 4: Mortality rate between 1.0% and 1.999% of those infected with influenza

Category 5: Mortality 2.05% or higher of those infected with influenza (Spanish Flu 1918)

II. DDSN DISASTER PREPAREDNESS PLAN

- A. DDSN maintains a Disaster Preparedness Plan (refer to Directive 100-25-DD). The DDSN Pandemic Influenza Plan is a component of the broader DDSN Disaster Preparedness Plan. Unless otherwise stipulated below, the provisions of the Disaster Preparedness Plan are applicable to prevention and response to a pandemic influenza outbreak.
- B. Each DDSN Regional Center and DSN Provider are required to develop and maintain a local Disaster Preparedness Plan which identifies the specific steps which will be taken to prevent and effectively respond to a disaster which impacts their operations and consumers.
- C. This Provider Disaster Preparedness Plan must include a component which addresses a pandemic influenza outbreak.
- D. A copy of this Plan must be provided to DDSN.
- E. DDSN's Emergency Operations Center will be activated and initiate regular communications with all Providers in the event a Phase 6 and Category 4 or higher Pandemic Influenza statuses are declared.

III. GENERAL COMMUNITY PREPARATION

- A. Efforts will be undertaken at both a state and local level to assure coordination with those entities which will have responsibility for responding to a pandemic influenza.

- B. DHEC is the lead agency for implementation of the Emergency Service Function 8/Health and Medicine (ESF8) of the South Carolina Emergency Management Plan. As such, DHEC is the primary agency in South Carolina responsible for responding to a pandemic influenza outbreak.
- C. Providers should share copies of their Pandemic Influenza Plan with their local DHEC Office (Public Health Preparedness Director).
- D. Provider communication with the local DHEC Office (Public Health Preparedness Director) should become more frequent as the risk increases.
- E. Key Provider leadership should become familiarized with the Pandemic Influenza section of the South Carolina Emergency Operations Plan (http://www.scemd.org/images/plans/mass_casualty/state_pandemic_influenza_plan_november_2011.pdf).

IV. PREVENTION

- A. Infection Control
 - 1. Providers will maintain vigorous standard infection control precautions, with strong emphasis on thorough and regular hand washing in accordance with recommendations from the United States Centers for Disease Control and Prevention (<http://www.cdc.gov/hai/pdfs/guidelines/basic-infection-control-prevention-plan-2011.pdf>).
 - 2. Providers will maintain aggressive respiratory/cough hygiene etiquette in accordance with recommendations from the United States Center for Disease Control and Prevention (<http://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>).
 - 3. Providers will offer training to staff on the signs and symptoms of influenza and the infection control protocols noted above. All staff must receive training reminders at least monthly if a Phase 5 and Category 3 or higher Pandemic Influenza statuses are declared.
- B. Surveillance
 - 1. Providers will maintain a rigorous surveillance program to promote early detection of possible influenza outbreak among consumers and staff as recommended by the United States Department of Health and Human Services (<http://www.hhs.gov/pandemicflu/plan/sup1.html>).
 - 2. Staff who display signs of influenza will not be permitted to work in close proximity to other staff or consumers, unless otherwise approved by a physician.
 - 3. Efforts will be maintained to minimize any contact between consumers and family or members of the general public on Provider premises when family or members of the general public display signs of influenza.

4. Surveillance efforts will become more rigorous if Phase 5 and Category 3 or higher Pandemic Influenza statuses are declared.

C. Anti-viral Medications

1. Providers will facilitate the voluntary provision of anti-viral medications to consumers and staff who display symptoms of influenza.
2. These medications should be administered in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.cdc.gov/flu/antivirals/>) and attending physicians.

D. Vaccination

1. Providers will facilitate the voluntary provision of influenza vaccination to consumers and staff who have a confirmed diagnosis of influenza.
2. Vaccination protocols should be maintained in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.flu.gov/prevention-vaccination#>) and attending physicians.
3. The local DHEC Offices will control the dissemination of the vaccine. Providers should coordinate with the local DHEC Office (EFS8 Coordinator) to access the vaccine.
4. Vaccination efforts should become more vigorous when the risk of a severe Pandemic Influenza outbreak increases.

E. Supply Stockpiling

1. Providers will communicate with principal vendors to determine which commodities may be in short supply in the event of a Pandemic Influenza and adjust stockpiling accordingly when Phase 4 and Category 4 or higher Pandemic Influenza statuses have been declared.
2. Providers should purchase and maintain a 30-day supply of medical/protective supplies, pharmaceuticals and non-perishable food when Phase 4 and Category 4 or higher Pandemic Influenza statuses have been declared.
3. Supplies will be stored in a secure location.

F. Drills

1. DDSN and Providers will conduct regular mock Pandemic Influenza drills to evaluate adequacy of Pandemic Influenza Plan.
2. A drill will be conducted every six (6) months when Phase 4 and Category 4 or higher Pandemic Influenza statuses have been declared.

3. Modifications will be made to DDSN's and Provider's Pandemic Influenza Plans, based upon the results of the mock drill.

G. Critical Duty Identification/Staff Training

1. DDSN and Providers will identify those duties which are essential to be performed in the event of a Pandemic Influenza outbreak. Highest priority will be placed upon those duties which preserve the health, safety and well-being of the consumers served.
2. Training materials summarizing the methods necessary to effectively perform the essential duties will be developed. These materials are intended to be used to allow staff who are able to report to work during a Pandemic Influenza to perform duties which they are not normally assigned to perform.

V. RESPONSE TO PANDEMIC INFLUENZA

A. Communications

1. DDSN Emergency Operations Center will communicate regularly with Providers in the event Phase 6 and Category 4 Pandemic Influenza statuses are declared to supply updated information and assess potential problem areas.
2. Providers should also communicate regularly with the local DHEC Office (EFS8 Coordinator) in the event Phase 6 and Category 4 Pandemic Influenza statuses are declared to determine if any public health actions have been implemented.
3. Providers should provide daily status updates to all staff on the status of Pandemic Influenza response.
4. Providers should communicate regularly with the family/legal guardians of the consumers to advise them of the Providers actions in responding to the Pandemic Influenza.

B. Isolation

1. Providers should severely restrict contact between the consumers served and the general public; both in the form of the general public being restricted from being on the Provider's premises and restricting consumers from leaving the premises, except in cases of the most urgent need in the event Phase 6 and Category 4 Pandemic Influenza statuses are declared.
2. Providers should minimize the number of staff who work with a given consumer.
3. Providers will comply with any official quarantine order issued by DHEC.

4. Providers should physically segregate consumers who display signs of influenza from consumers who do not.
5. Provider should arrange for the cancellation of non-essential services (e.g., non-residential services).

C. Consumer Consolidation

1. To accommodate serious staff shortages, Providers should consolidate consumers into larger settings (e.g., sheltered workshops) to best utilize available staff in the event Phase 6 and Category 4 Pandemic Influenza statuses are declared.
2. Any setting to which consumers are relocated should be equipped with sleeping, bathing and food preparation accommodations.
3. If consumers are consolidated into ICFs/IID or CRCFs, the DHEC Director of Health Regulations Division must be notified and approve the proposed consolidation plan.

D. Death

1. In the event of consumer death due to Pandemic Influenza, notification of family/legal guardians and DDSN should be provided in accordance with Directive 505-02-DD: Death or Impending Death of Persons Receiving Services from DDSN.
2. If the Coroner or DHEC cannot quickly pick up the deceased consumer, the Provider should remove the body to a remote and cool area not accessible by consumers.

VI. RECOVERY FROM PANDEMIC INFLUENZA

- A. Providers will offer grief counseling for consumers and staff.
- B. DDSN and Providers will evaluate the effectiveness of their Pandemic Influenza Plan and revise where appropriate.

Boil Water Advisory Information

What is a Boil Water Advisory?

A Boil Water Advisory is the method used to alert businesses and residents of the potential health threat.

During a Boil Water Advisory

If your area is under a boil water advisory:

- Boil your water vigorously for at least one minute before drinking or cooking.
- Do not use any appliances that might require drinkable water like dish washers, ice machines, drinking fountains, etc.
- Do not use water from the tap to wash food, dishes, or your hands. Use water that has been boiled and cooled for this purpose.
- For more information, see attachments SC DHEC's "What to do when a water-related emergency occurs" and Centers for Disease Control and the American Water Works Association in collaboration with the U.S. Environmental Protection Agency "Fact Sheet About What to Do During a Boil Water Advisory."

After a Boil Water Advisory

If a boil water advisory for your area has been lifted:

- Dispose of any ice that might have been made during the Boil Water Advisory.
- Turn on your taps to flush your lines.

Emergency Water Supply

- Have at least 48 hour emergency supply of bottled water on site at all times, with system to rotate inventory to utilize earliest date first.
- At first announcement of potential threat (flooding/hurricane/winter storm/etc.), schedule delivery of bottled water to increase inventory to at least 96 hour capacity. After threat has passed, utilize inventory with earliest expiration date first, depleting to 48 hour emergency supply inventory.

WHAT TO DO WHEN A WATER-RELATED EMERGENCY OCCURS

Emergency Guidelines for Restaurants, Grocery Stores, Schools, Childcare Facilities, Correctional Facilities, Convenience Stores, Ice Plants, Hospitals, Nursing Homes and Community Residential Care Facilities.

Sometimes a situation occurs where the safeness (due to biological or chemical contamination) or the availability of water is a concern for the proper operation of a food service facility. When the water supply **may have been** biologically contaminated a **BOIL WATER ADVISORY** will be issued. If it is confirmed that the water supply **has been** biologically contaminated a **BOIL WATER NOTICE** will be issued. Below are safety precautions to be taken in the event of a water-related emergency due to a natural disaster, accident, water system malfunction or willful contamination of a water system.

BOIL WATER ADVISORY

S.C. DHEC **recommends:**

1. Stop using appliances and equipment that use drinkable water, such as dish machines, ice machines, fountainheads, drinking fountains, tea brewers and coffee makers.
2. Use disposable paper, plastic or foam plates, cups, forks, etc.
3. Prepare food using water that has been boiled.
4. Wash hands with water that has been boiled and cooled.
5. Wash, rinse and sanitize pots, pans and other equipment with water that has been boiled and cooled.

BOIL WATER NOTICE

S.C. DHEC **requires:**

1. Steps 1 through 5 outlined under the BOIL WATER ADVISORY are now REQUIRED.
2. If you cannot boil water and there is no other option (modified menu), you MUST stop food service activities until the water is declared safe.

CHEMICAL CONTAMINATION OF WATER

STOP using water for cooking, drinking or hand washing until the water has been declared safe.

WATER SUPPLY INTERRUPTED/ NO WATER AVAILABLE

DHEC will evaluate each situation on a case-by-case basis. Depending on the length of the outage and the type of food service involved, food service facilities may need to modify menus, develop other options (such as bottled water) or in some instances stop operations until the situation has been corrected.

The water provider will alert customers and citizens of any potential or confirmed contamination.

PURIFICATION OF WATER IN THE AFTERMATH OF A NATURAL DISASTER WHEN THERE IS NO SAFE WATER SUPPLY (FLOOD, HURRICANE, TORNADO, ETC.):

Using unscented liquid chlorine bleach containing **4 to 6 percent available chlorine**. Add 1 teaspoon of bleach to every 4 gallons of water. Let the treated water stand for 30 minutes before drinking, or for other (food) related purposes.



Fact Sheet About What to Do During a Boil Water Advisory

Boiling water

To boil water

- Fill a pot with water.
- Heat the water until bubbles come from the bottom of the pot to the top.
- Once the water reaches a rolling boil, let it boil for 1 minute.
- Turn off the heat source and let the water cool.
- Pour the water into a clean container with a cover for storage.

Disinfecting water

If you are unable to boil your water, disinfect it instead.

If tap water is clear:

- Use unscented bleach (bleach that does not have an added scent).
- Add 1/8 teaspoon (8 drops or about 0.75 milliliters) of unscented household liquid bleach to 1 gallon (16 cups) of water.
- Mix well and wait 30 minutes or more before drinking.
- Store disinfected water in clean container with a cover.

If tap water is cloudy:

- Filter water using clean cloth.
- Use unscented bleach (bleach that does not have an added scent).
- Add 1/4 teaspoon (16 drops or 1.5 milliliters) of unscented household liquid bleach to 1 gallon (16 cups) of water.
- Mix well and wait 30 minutes or more before drinking.
- Store disinfected water in clean container with a cover.

Remember that containers may need to be sanitized before using them to store safe water.

To sanitize containers:

- Use unscented bleach (bleach that does not have an added scent).
- Make a sanitizing solution by mixing 1 teaspoon (5 milliliters) of unscented household liquid bleach in 1 quart (32 ounces, 4 cups, or about 1 liter) of water.
- Pour this sanitizing solution into a clean storage container and shake well, making sure that the solution coats the entire inside of the container.

Fact Sheet About What to Do During a Boil Water Advisory, continued

- Let the clean storage container sit at least 30 seconds, and then pour the solution out of the container.
- Let empty container air dry OR rinse it with clean water that has already been made safe, if available.

Never mix bleach with ammonia or other cleaners. Open windows and doors to get fresh air when you use bleach.

Water filters

Boil tap water even if it is filtered. Most kitchen and other household water filters typically *do not* remove bacteria or viruses.

Preparing and cooking food

- Wash all fruits and vegetables with boiled water that has cooled or bottled water.
- Bring water to a rolling boil for 1 minute before adding food to cook.
- Use boiled water when preparing drinks, such as coffee, tea, and lemonade
- Wash food preparation surfaces with boiled water.

Feeding babies and using formula

- Breastfeeding is best. Continue to breastfeed. If breastfeeding is not an option:
- Use ready-to-use baby formula, if possible.
- Prepare powdered or concentrated baby formula with bottled water. Use boiled water if you do not have bottled water. Disinfect water for baby formula if you cannot boil your water (see above for directions on how to use bleach to disinfect water).
- Wash and sterilize bottles and nipples before use.
- If you cannot sterilize bottles, try to use single-serve, ready-to-feed bottles.

Ice

- Do not use ice from ice trays, ice dispensers, or ice makers.
- Throw out all ice made with tap water.
- Make new ice with boiled or bottled water.

Bathing and showering

Be careful not to swallow any water when bathing or showering.

Use caution when bathing babies and young children. Consider giving them a sponge bath to reduce the chance of them swallowing water.

Fact Sheet About What to Do During a Boil Water Advisory, continued

Brushing teeth

Brush teeth with boiled or bottled water. Do not use untreated tap water.

Washing dishes

Household dishwashers generally are safe to use if the water reaches a final rinse temperature of at least 150 degrees or if the dishwasher has a sanitizing cycle.

To wash dishes by hand:

- Wash and rinse the dishes as you normally would using hot water.
- In a separate basin, add 1 teaspoon of unscented household liquid bleach for each gallon of warm water.
- Soak the rinsed dishes in the water for at least one minute.
- Let the dishes air dry completely.

Laundry

It is safe to do laundry as usual.

Pets

Pets can get some of the same diseases as people. It is a good idea to give them boiled water that has been cooled.

For more information, see or contact:

- [Personal Preparation and Storage of Safe Water](#): CDC provides guidance on the amount of water needed for good health, as well how to prepare and store safe water before and during an emergency.
- [Hygiene and Handwashing](#): CDC provides guidance on alternative hygienic practices when water is not available or is contaminated.
- [A Guide to Water Filters](#): CDC maintains a guide for filters that remove *Cryptosporidium* or *Giardia*.
- EPA Safe Drinking Water Hotline: 1-800-426-4791
- [Consumer Information](#): EPA provides information and guidance about drinking water quality, emergencies, contaminants, public health issues, and treatment and storage.
- Water system: [name, title, phone, e-mail, website]
- State or local public health department: [name, title, phone, e-mail, website]
- Primary Agency: [name, title, phone, e-mail, website]