



## Emergency Preparedness Plan

### Overview

This overview of our Emergency Preparedness Plan [EPP] has been developed with the guidance of, and is on file with, the Fairfax County Police Department and the Annandale Fire Department. It is intended to assist AUMC Weekday Children's Programs in protecting the health and safety of the children in its care should a disaster or emergency, natural or deliberate, affect the facility, operation, or its community. **The safety of the children and staff is the primary goal of AUMC Weekday Children's Programs.** The full comprehensive EPP is available for parental review in the office upon request.

All staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

### Evacuation

- If fire or smoke is observed, pull the manual alarm in the hallway. Call 9-1-1 when safely outside.
- If evacuation is for other reasons, call office/director on UHF radio. Administrator will give verbal alert to evacuate over the UHF radio.
- Follow evacuation route posted to class assembly point outside.
- Teachers take UHF radio, attendance list/sign-in log, and classroom "Go Bag" with single use gloves, gauze pads, antiseptic cleansing solution or pads, and bandaids.
- Directors take base UHF radio and Program Go Bag containing medications and medication logs, emergency contact info on children and staff and for AUMC and the building, insurance info, first aid supplies, battery powered radio and flashlight with extra batteries, cell phone and charger, office tablet, and extra child release or sign out sheets and pens.
- Once outside ascertain that all children in attendance are present.
- Wait for an all clear before returning inside.
- Seek shelter-in-place elsewhere if so advised: Evergreen House (6925 Columbia Pike, ), Little White Church, Columbia Pike Animal Hospital (4205 Evergreen Lane)
- Notify parents by email through the class' email or Shutterfly account. If possible, call parents to notify and put a notice on the AUMC door.
- Release children to parents or an emergency contact only. Have them sign out on Sign In/Out sheet or Child Release Form.

## **Shelter-in-place**

- All CDC classes will leave their classroom and gather in the CDC Multipurpose Room.
- WPS and ELP classes will leave their classroom and gather in the Media Center (room 111).
- All windows and doors will be closed and locked. As time allows, plastic sheeting will be taped over windows, doors, and vents.
- The HVAC systems will be turned off by the Property Manager.
- Directors will monitor the situation on battery operated radios; teaching staff will engage the children.
- Parents will be notified via email through class email lists or Shutterfly sites. The program phone messages will be changed to indicate the programs are closed.
- No one may leave or enter until emergency personnel give the “all clear”.
- When it is safe to pick up children, parents will receive an email. Children will be released to a parent or emergency contact only. To whom each child is released will be recorded on the Sign In/Out log or Child Release Form.

## **Secure Building**

- If notified by Fairfax County Police or other source of an unsafe situation in the community, the AUMC building will be secured.
- All doors will be checked that they are locked. Classes will remain indoors.
- Parents will be notified via email and encouraged to stay away from the AUMC area until all is safe.
- Once police have given an all clear, parents will be emailed and activities will resume as normal.

## **Lock Down**

- When the need for lock down is determined, 911 will be called by a Director.
- Classes will secure themselves.
- If outside at the time of the alert, go directly to one of the secondary shelter-in-place locations (Evergreen House, Little White Church, Columbia Pike Animal Hospital).
- Follow directions of the SWAT team.
- Stay in locked classroom until given the all clear.
- Parents will be notified of the incident.

## **Specific Emergencies:**

### **Fire**

- Follow Evacuation procedures
- Call 911

## **Earthquake**

- Instruct children to **Drop – Cover – Hold On** to tables or chairs. Alternatively have children sit against an interior wall away from windows and furniture. Cover head and face with arms.
- If outside, go to the middle of the cemetery away from trees and power lines.
- Check hallway and door for safe exit route. Go outside to a safe place.
- After tremors stop, check children for any injuries. Call 911 for any injured children; call their parents.
- Be prepared for aftershocks.
- Leave sign on AUMC door. If possible, change message on program phone; alert parents of situation via email.
- Monitor situation by listening to a battery operated radio.

## **Tornado**

- Classes are to move quickly to their tornado safe place: CDC to the hallway outside the Media Center; for the WPS and ELP to the hallway from room 102 to the stairwell near room 118.
- Children sit on the floor against an interior wall.
- Directors monitor the situation listening to a battery operated radio.
- When warning is lifted, children will return to their classrooms.

## **Hurricane**

- Classes will follow the same plan as for a tornado warning.

## **Extreme Weather**

### **Snow/Ice – Follow Inclement Weather policy**

#### **Extreme Cold**

- If heat is off or classrooms cold (below 68 degrees), bundle children as warmly as possible. Do movement activities.
- Relocate to another room if there is a warmer space.
- Email parents to pick up children

#### **Extreme Heat**

- Classes will be relocated or school closed if classrooms are above 80 degrees.
- Children will be kept hydrated.
- Children's clothing will be kept to a minimum.
- If cooler outside in the shade, classes will move outside.

## **Power Outage**

- Dominion Virginia Power called.
- Classroom activities maintained as best can with blinds on windows open. If appropriate weather, classes may move outside. If not, flashlights may be used.
- Extreme Heat or Extreme Cold procedures may be implemented.
- Computers and other electronics will be unplugged.
- If necessary, parents will be emailed to pick up children.
- If a downed line on the grounds, outside activities may be cancelled.

## **Flood**

- Classes will be relocated to a dry space, typically on a higher level.
- Notice of room change will be posted on the doors.
- Computers and electronics will be unplugged and raised off the floor.
- If possible via tablets, parents will be emailed of the relocation or need to pick up their children.

## **Chemical Spill**

### **Inside**

- Area impacted will be evacuated.
- Shelter-in-place or Evacuation procedures may be advised.
- Property Manager will be notified.
- Fire Department or other agency may be consulted.

### **Outside**

- Any class outside will return to their classroom.
- If Shelter-in-place is advised, follow those procedures.
- If Evacuation is necessary, do so to a secondary site.
- Parents will be notified via email/phone to pick up children.

## **Intruder Alert**

- Lockdown procedures will be followed.
- 911 will be called.

## **Outside Security Threat**

- Secure Building procedures will be followed.
- Directors will monitor the situation listening to a battery operated radio/TV.
- Wait for an all clear before resuming normal activities.

## **Bomb or Explosive Threat**

- Evacuation to secondary or tertiary sites

## **Biological, Chemical, or Nuclear Terrorism**

- Follow Shelter-in-Place procedures

## **Missing or Lost Child**

- Teacher assisted by administrative staff will check where class has just been
- If child not quickly found, call 911 and provide information on the child including a description of clothing and a photo.
- Contact parents of missing child and advise them of the situation.
- Gather non-classroom staff to assist police in search.
- If a kidnapping, call 911 immediately; information from witnesses will be collected.

### **Medical or Dental Emergency**

- Call 911 and follow guidance of EMTs
- If an allergic reaction, consult Allergy Care Plan and MAT or EMAT trained staff administer as indicated.
- If poisoning, also call 1-800-222-1222 – Poison Control Hotline

### **Communicable Disease**

- Parents will be alerted by email of reportable diseases as required by the Code of Virginia (for a complete list of these diseases see <http://www.vdh.virginia.gov/epidemiology/regulations.htm>) which include: Chicken Pox (Varicella), Influenza (confirmed by lab test), Measles (Rubeola), Mumps, Rubella, and Pertussis
- In addition, an email notification will be made to parents for other diseases such as Lice, Pinworms, Impetigo, Conjunctivitis, Fifth's Disease, Hand-foot-mouth Disease (Coxsackie virus), and Strep Throat/Scarlet Fever.
- When appropriate and/or required, the Fairfax County Health Department will be notified.

### **Communication with Parents**

- We recognize that in the event of a crisis, parents will be concerned and afraid for their child and need to be informed of their child's safety, the details and handling of the emergency.
- The Executive Director and/or Director will develop a protocol of factual information to be disseminated.
- The parents of any child directly involved or injured will be called.
- Other parents will be emailed either through class email groups or classroom Shutterfly accounts. The program voice mail message will be modified.
- A letter will go home that day or the next providing more detail and additional sources of information for parents.
- In the event of a power outage, signs on AUMC will be posted and calls will be made as quickly as possible by use of cell phones.

### **Staff Training**

- Staff is trained on emergency procedures during new staff orientation, when the emergency plan is changed, and periodically as a refresher.
- Fire Evacuation drills are practiced monthly.
- Tornado and Shelter-in-place drills are held twice a year.
- Practice drills for earthquakes are held annually.
- Lockdown procedures are addressed with staff (only) at least once per year.