



Emergency Preparedness Plan

In the event of an emergency situation that requires an evacuation of Tots N Us Children's academy one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take the accurate attendee list
- Account for all children and staff as they board /depart vehicles
- Bring any necessary medications /supplies and emergency records
- Take a cellular phone

Evacuation Plan

When the fire alarm is activated, proceed with the evacuation plan as follows:

- Prepare the children calmly and slowly
- Assemble the children as we do for a routine fire drill
- Take a head count from the attendance sheet in the classroom and confirm that all the children that are present.
- Calmly walk the children out of the Center to the evacuation point that we practice in our monthly fire drills. (The children will gather in the backyard far from the building).
- The director or assistant director will stay behind to sweep the center to ensure all the children have been removed. They will then relocate to the address below for a final head count.
- If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to **Lanier Middle School** (located 110 feet from the center) by walk, center vehicle or staff vehicle where the children will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.
- Each family will be notified to pick up the child(ren) from the new location. In addition, our voicemail will be updated to advise parents of our location.

Address of the Evacuation Site and phone number:

Lanier Middle School
3801 Jermantown Rd
Fairfax VA 22030



- In an event of exposure to toxic materials, major events such as earthquake, hurricane, or gases and a physical examination is recommended, children will be transported by Buses/Cars to **Inova Fair Oaks Hospital** where they will be examined and family/guardian/emergency contacts will be notified.



- **Address and phone information for hospital is below:**

Inova Fair Oaks Hospital
3900 Joseph Siewick Dr
Fairfax, VA 22033
(703)391-3600

- Staff will remain with and care for the children at all time during the events. Attendance will be checked whenever children are moved using face to name recognition. Staff will bring any necessary medication, supplies, snack, games, books and emergency records.

In an emergency, including but not limited to natural disaster, chemical spills, intruders and/or terrorism. Tots N Us will also follow the following procedures:

The Director can be contacted 24 hours a day if necessary:

Director Lajwanthi Wadhwa

Cell No. (202)316-7826

Local authorities will be contacted:

911 for fire rescue and medical emergency

1800-222-1222 for Poison Control

(703)246-7120 for Health Department

- Telephones and cell phones are available for communication tools
- **Emergency evacuation routes are posted in each room. Primary routes, secondary routes as well as shelter in place assembly points are included on documents and maps.**
- Each classroom teacher is responsible to assemble and count all children before leaving the room as well as securing current attendance roster. Each classroom teacher is responsible for another head count when they reach destination spot.
- Director or Assistant director will secure essential documents (parents contact information, sign in records, allergy information, medications, etc.) special healthcare supplies. Cell phones are available for use.
- The center conducts evacuation drills monthly and shelter-in-place drills twice a year. Record is maintained in evacuation drill log book.

Shelter-in-Place and Lockdown Procedures:

- Emergency evacuation routes are posted in each room. Primary routes, secondary routes as well as shelter in place assembly points are included on documents and map
- Have a telephone or cell phone available
- Close the school. Activate the school's emergency plan. Follow the reverse evacuation procedures to bring students, faculty and staff indoors.
- Parents will be notified and the school's voicemail will be updated.
- Lock exterior doors and close windows, air vents, and fireplace dampers. Staff will get familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems.



- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select the room shown on the map as shelter-in-place (Infant 1 and Infant 2 rooms)
- Take your emergency supplies and go into the room that have been designated. S
- Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
- Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
- Record the attendance list
- Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate.

Lockdown

A lockdown is ordered when a dangerous person is on or near a facility. Students are moved out of the hallways and into the nearest classrooms immediately. Students must stay in those rooms until they are cleared to leave by public safety personnel. All school exterior and classroom doors including bathrooms, cafeteria, office, and gates are locked. Students and staff are kept away from doors and windows. All blinds are closed. Lights are kept on. Attendance is taken. Everyone remains quiet. School has an internal communication system in place.

Note: The decision to for a shelter-in-place or lock down will be a joint decision made by the [Fairfax county Police Department](#). When authorities provide directions to shelter in place, they want everyone to take those steps now, where they are, and not drive or walk outdoor.

Please sign and return a copy of this letter to indicate your review and approval of the forgoing.

Child's Name:	DOB:
Child's Name:	DOB:
Child's Name:	DOB:
Child's Name:	DOB:
Teacher Signature:	Date: