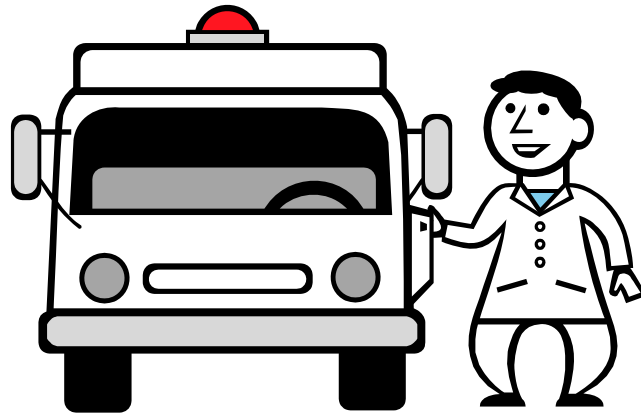


A CHILD'S PLACE AT HOLLIN HALL



EMERGENCY PREPAREDNESS PLAN

A CHILD'S PLACE AT HOLLIN HALL

Intruder Plan

In the event of an intruder entering our premises, we will sound an air horn over our intercom notifying each class of an intruder.

1. In the event of an Intruder, we will
 - a) Remain Calm
 - b) The director, assistant director, or designee will Call 911
 - c) Use the air horn over the intercom to alert all staff of the situation
 - d) Remain in the classroom, barricade the door if necessary
 - e) Wait until proper authorities arrive
 - f) **As soon as possible, the corporate office will be notified 703-425-2701**
2. In the classroom, the teachers will take attendance, make sure all of the students are accounted for and remain in the classroom.
3. The teachers will always make sure the sign in/out sheets, emergency book with parent information, first aid kit and all special healthcare supplies are in the classroom with them.
4. In the event we have to evacuate, we will follow our “other emergency” policy.
5. After police detains the intruder or the police have told the director that the building is safe, we will use our intercom system to let the teachers know that the situation is taken care of. We will then use email to notify our parents of what has happened or telephone those parents who do not have email access.
6. We will have 2 intruder drills per year. These practice drills will be held with teachers and children in a manner that will not alarm or frighten the children, much in the same way as a fire drill. All staff will be trained on all emergency plans annually.
7. Intruder plan will be updated as needed.

A CHILD'S PLACE AT HOLLIN HALL

Shelter in Place

In the event of a shelter-in-place scenario, we will sound a whistle over our intercom notifying each class of the event.

1. In the event of an emergency situation, such as natural disaster (tornados, hurricanes, etc), loss of power, other acts of nature, other than a fire emergency, ALL CHILDREN AND STAFF SHALL REPORT TO THE SHELTER IN PLACE (the main office – Room 4).
 - A. As each class leaves their classroom, one teacher will count the children and the second teacher will count the children as they enter the shelter in place. In the event that a child is missing, the teacher will tell the director and he/she will look in the child's classroom. If there is only one teacher, he/she will count the children twice.
 - I. The preschool classes will enter the shelter in place via the main door to Room 4 that connects the room and the hallway.
 - II. The SACC class will enter the shelter in place via the side door that connects through room 3.
 - B. The first teacher leads the class to the shelter in place while the second teacher takes the sign in/out sheets, the classroom emergency book, the first aid kit and any other special health supplies (i.e., epi-pens, inhalers, etc.) and brings these items with him/her into the shelter in place. If there is only one teacher, he/she will grab all of the supplies.
 - I. Inside the shelter in place, there will be a battery-operated radio and extra batteries. This radio shall be listened to whenever there is an emergency situation.
 - II. The director and assistant director will also have battery-operated flashlights to use.
2. After the emergency situation is over, the director will notify the teachers when it is safe for them to return to their classrooms. If, for some reason,

the classes are not safe for re-entry, then we will contact parents via email or telephone.

3. The director is in charge (or assistant director if director is absent) of calling the proper authorities during an emergency situation. **The director will call our corporate office at 703-425-2701**
4. Proper authorities will be notified as necessary.
5. In the event we have to evacuate, we will follow our “other emergency” policy.
6. Once in the shelter-in-place, staff will shut all doors (including inside doors that connect the offices) and keep all children calm, away from doors and accounted for.
7. We will have 2 shelter-in-place drills per year. These practice drills will be held with teachers and children in a manner that will not alarm or frighten the children, much in the same way as a fire drill. All staff will be trained on all emergency plans annually.
8. The shelter-in-place is stocked with food and water. In addition, there are toilets available, first aid kits, and staff that are trained in CPR and First Aid.

A CHILD'S PLACE AT HOLLIN HALL

Fire Emergency

In the event of a fire, the fire alarm system will sound over the entire building.

1. In the event of a fire emergency, all classes will follow fire emergency routes (map is located in each classroom) out to the blacktop. Office personnel should notify fire department (911) before evacuating if possible. Otherwise, call from a cell phone after the building has been evacuated.
2. As each class leaves their classroom, one teacher will count the children and the second teacher will count the children as they assemble on the blacktop. Office personnel will check with each teacher to receive a final count and to ensure everyone has safely exited. If there is only one teacher, he/she will count the children twice.
3. The director & assistant director will check each classroom/bathroom to make sure everyone has exited the building. As they leave each class, all doors will be shut. As they enter the hallway leading outside, they will make sure fire doors are completely shut.
4. The second teacher (who will wait until all children have exited the classroom and count the children as they leave) will take the sign in/out sheets, the classroom emergency book, the first aid kit and any other special health supplies (i.e., epi-pens, inhalers, etc.) and brings these items with him/her to the assembly point on the blacktop. If there is only one teacher, he/she will grab all of the supplies.

In the event of an evacuation of the area, the children will be loaded onto our school buses and transported to the:

**Sherwood Hall Library
2501 Sherwood Hall Lane
Alexandria, VA 22306
703-765-3645**

- A. If fire is contained and the fire department says the building is safe to re-enter, we will inform the teachers that it is okay to go back to their rooms. Once back in the building, we will then use email to notify

our parents of what has happened or telephone those parents who do not have email access.

- B. In the event we have to evacuate to Sherwood Hall Library, we will immediately email or call all parents to notify them of the situation and have them pick up their child at the library.

We conduct monthly fire drills in conjunction with Fairfax County.

SCHOOL'S ADDRESS AND PHONE NUMBER

A Child's Place @ Hollin Hall
1500 Shenandoah Road
Alexandria, VA 22308
(703) 765-8811

A CHILD'S PLACE CORPORATE OFFICE 703-425-2701

FIRE AND RESCUE	911
FIRE DEPT NON-EMERGENCY	703-780-0150
POLICE NON-EMERGENCY	703-922-7938
MT. VERNON HOSPITAL	703-664-7000
POISON CONTROL	1-800-222-1222

Center Emergency Officer

Jill Levy 703-864-0719

Center Emergency Backup Officer

Amy Venzke 571-289-2981

A CHILD'S PLACE AT HOLLIN HALL

Other Emergencies

In the event of all other emergencies (overturned truck with dangerous chemical spill, etc) we will sound a bugle horn over the intercom notifying each class of such an event.

1. In the event of an emergency evacuation, all classes will meet at the side lawn where the buses are parked.
 - A. As each class leaves their classroom, one teacher will count the children and the second teacher will count the children as they leave the building. Then, once the entire class is at the meeting point, the first teacher will re-count to make sure everyone is accounted for. In the event that a child is missing, the teacher will tell the director and he/she will look in the child's classroom. If there is only one teacher, he/she will count the children twice.
 - B. The second teacher (who will wait until all children have exited the classroom and count the children as they leave) will take the sign in/out sheets, the classroom emergency book, the first aid kit and any other special health supplies (i.e., epi-pens, inhalers, etc.) and brings these items with him/her to the assembly point on the side lawn of the building. If there is only one teacher, he/she will grab the necessary items.
 - C. The primary means of egress will be the side doors directly leading out to our side parking lot and side lawn. The secondary means of egress will be to use the doors leading out to the blacktop or using the front doors of the building. After all of the children have evacuated the building and are on the side lawn, we will take a final count of the children.

In the event of an evacuation of the area, the children will be loaded onto our school buses and transported to the:

**Sherwood Hall Library
2501 Sherwood Hall Lane
Alexandria, VA 22306
703-765-3645**

2. Proper authorities will be notified as necessary. **Corporate office will be notified at 703-425-2701**
3. We will immediately email or call all parents to notify them of the situation and have them come pick up their child at the library. When necessary, the local Red Cross will be notified at 202-737-8300.
4. “Other Emergency” Plan will be updated as needed. We will have a practice drill annually in which we will evacuate the building, meet at the arranged assembly points, and load the buses. These practice drills will be held with teachers and children in a manner that will not alarm or frighten the children much in the same way as a fire drill. All staff will be trained on all emergency plans annually.

If, for some reason, we cannot evacuate, we will follow the Shelter-in-place procedure.