

ROSSLYN CHILDREN'S CENTER
EMERGENCY PROCEDURES
September 2008

As you know, our consistent and primary goal is to ensure the ongoing safety of our RCC children and staff. In this regard, it is equally important that all our RCC families become familiar with our plans addressing any potential emergency and/or evacuation situations to ensure smooth and efficient communication throughout.

REMEMBER, YOUR CHILDREN ARE IN GOOD HANDS!!

Shelter in Place: Should an incident occur within the DC metro area that compromises the safety or security of the immediate area *outside* the 1401 Wilson Boulevard building, but *does not affect the conditions within the building* and therefore does not require an evacuation of the center, our team will proceed with our "Shelter in Place" procedures. Once we have notification of such an occurrence, RCC will be on "lockdown". No parents or individuals will be allowed to enter or exit our space for the safety of children and staff.

We shall remain at RCC and proceed with the following steps:

- * Playschool – Kindergarten will move children to the internal classrooms (Infants - Toddlers) bringing with them emergency backpacks and attendance sheets;
- * All ventilation systems will be turned off (building personnel assigned to this task);
- * Infants and Toddlers are all stocked with batteries, radios and additional first aid supplies. Our storage room (interior) contains additional food and water.
- * Communications systems include cell phones, two way radios and an intranet system. Emergency backpacks include emergency contact cards for each child and primary contacts will be notified individually as soon as is possible. Should systems allow, parents will be notified immediately via the RCC Parent Connection, email, as well as an updated outgoing telephone message.

Local Evacuation (Evac 1): This scenario involves an incident that, due to its proximity, directly affects the safety and/or security within the 1401 Wilson Blvd. building and therefore does require an evacuation of the Center.

In preparation for such an emergency evacuation (Evac 1), RCC Center staff participates in monthly emergency evacuation drills “fire drills”.

Evacuation Plan: In each classroom, staff area, common area (Green room and playground) and administrative office there is a floor plan showing the evacuation route for that room. These routes should be followed for all evacuations. The evacuation procedure is as follows:

- Classroom teams lead children using the designated route from the room to the outside playground; each team will bring with them emergency backpacks and attendance sheets;
- Proceed through the gates at the north end of the playground – turn right and proceed to the plaza;
- Gather in classroom groups on the plaza in the area designated by the director where roll call will be taken
- At the end of the drill, the children will return to the center via the same route.

Should our evacuation require an extended absence from the building, but not from the geographic area, administrative staff will instruct center teams to proceed with (Evac 2) (follow steps 1 and 2 above)...

- Once classroom groups have evacuated the building and reached the plaza, they continue on down the stairs on the right and cross Nash Street via the sky bridge.
- Groups continue to the end of the path and enter the Arlington Temple and Community Center (via the door on immediate left).
- Groups gather in the designated conference rooms and Team leaders proceed with roll call.
- Communications systems include cell phones, two way radios and an intranet system. Emergency backpacks include emergency contact cards for each child and primary contacts will be notified individually as soon as is possible. Should systems allow, parents will be notified immediately via the RCC Parent Connection, email, as well as an updated outgoing telephone message.
- At the end of the required evacuation, the children will return to the center via the same route.

Extended Evacuation (Evac 3): The last evacuation scenario involves a situation in which evacuation of the immediate surrounding area is mandated

by the requisite authorities. In this scenario, RCC staff and children will follow Extended Evacuation procedures (Evac 3) as follows. NOTE: This evacuation scenario requires the use of the secondary evacuation route:

Infants (capacity 12 infants/4 staff/1 admin):

Toddlers (capacity 24 children/8 staff/1 admin):

Young 2's (capacity 15 children/5 staff):

Playschool (capacity 20 children/4 staff):

Preschool (capacity 24 children/3 staff):

Pre-K (capacity 18 children/2 staff):

Kindergarten (capacity 16 children/2 staff):

Destination: Tysons Corner Center
1961 Chain Bridge Road
McLean Virginia 22102
KIDS PLAY AREA – LEVEL 3

- * Classroom teams lead children using the designated secondary evacuation route to the parking garage; each team will bring with them emergency backpacks and attendance sheets.
- * Classroom teams will wait in their designated holding area while assigned drivers proceed to their vehicles; teams will wait as assigned until their driver arrives to pick them up.
- * All vehicles will then proceed (via map quest directions located in each vehicle and in each emergency bag) to the Evac 3 location.
- * Communications systems include cell phones, two way radios and an intranet system. Emergency backpacks include emergency contact cards for each child and primary contacts will be notified individually as soon as is possible. Should systems allow, parents will be notified immediately via the RCC Parent Connection, email, as well as an updated outgoing telephone message.
- * Primary contacts, upon notification of the Evac 3 situation should proceed to the evacuation destination to pick up their child. All staff will remain at the evacuation location until dismissed by the Director or Director assignee.

RCC Emergency Evacuation Plan General

*Center Primary Emergency Contact:
Lauren @ 703.946.8527*

*Center Backup Emergency Contact:
Melody @ 202.361.3107*

All alarms and drills shall be treated as a true emergency situation. All students and staff shall evacuate via the appropriate exit doors to the outside playground (as posted in each classroom, staff and administrative area and common area). For drill purposes, there will be twelve (12) drills held per calendar year. A schedule of the planned dates and times will be developed each year by the management of the Rosslyn Children's Center and a copy sent to the Arlington County Fire Marshall's office and to the Monday Properties person(s) responsible for the day to day management (Anita Fox Johnson, Building Manager) and for the maintenance of the fire prevention and alarm systems in the building (Kevin Goodnough). A log of all drills will be maintained by the center per regulation requirements.

The center's youngest children (infants-toddlers) capacity is 36. This number of children requires 12 staff persons for safe evacuation. There are 12 staff persons assigned to the two youngest rooms, but for evacuation purposes, an additional two administrative staff are assigned.

One additional administrative person is responsible for ensuring that the entire center is clear of all children, staff and parents. A second administrative person proceeds with the children to the gathering point, designates areas for each classroom and acts as a liaison with emergency personnel. Each classroom team is assigned a "leader" and is responsible for ensuring that the classroom is clear and an accurate roll call is taken before leaving the center. The classroom teachers take a second roll call once their class has reached the designated gathering point. Any discrepancy in count must be reported immediately to the administrator in charge who will notify the emergency personnel of the situation and take direction from them on how to proceed. To state the obvious, it is critical that classroom teachers and administrators ensure that the center is cleared and all children are accounted for at all points in the procedure.

Emergency Preparation:

Additionally, in preparation of any scenario that requires an emergency evacuation, the RCC administration should prepare and have available the following logistical and communication materials:

- Prepare a written communication to the parents regarding the emergency evacuation procedure, the designated gathering point(s) and the contact protocols during an emergency incident.
- Maintain emergency backpacks for each classroom, with the necessary age appropriate materials to temporarily support the children at a designated gathering point after an emergency evacuation;
- Procure a two way communication system, primarily to allow the designated staff member at the gathering point to coordinate with the designated staff member performing the final vacancy check and liaisioning with emergency personnel.
- Maintain a current complete vital information packet as well as individual classroom packets, ready to be conveyed during an emergency evacuation, regarding the children and parents contact information.
- Procure a minimum of two distinct providers of wireless communications in order to communicate with parents and others about an emergency evacuation and the situation report once secured at the gathering point.
- Maintain an emergency outgoing message capability that can be activated during an emergency evacuation that informs callers of the occurrence of an emergency and corresponding contact information, procedures and gathering point(s).

