

Tots N Us Children's Academy 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
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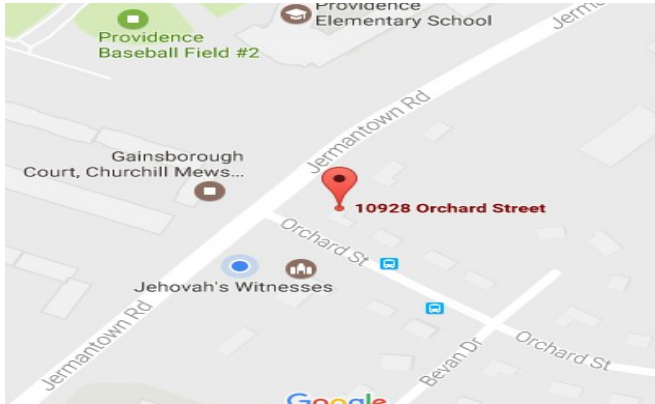
Evacuation Plan

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 **10928 Orchard Street, Fairfax VA 22030** (located 110 feet from the center and opposite Jehovah 's Witness) by walking, 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:

10928 Orchard St
Fairfax, VA 22030
(202)316-7826
(703)934-4099



- 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 SiewickDr
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 LajwanthiWadhwa
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 are maintained in evacuation drill log book.

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

Child's Name:

Date:

Parent Signature: