



Emergency Preparedness Action Plan

Loudoun County Department of
Parks, Recreation and Community Services

effective 8/6/2024

Program Site _____

Program Address _____

Program Capacity _____

Date of Review	Reason for review*	Effective date	Authorized Signature

This plan will be revised within 30 days whenever:

- ANY portion of the plan fails during an emergency or in preparation for an emergency.
- There are any structural changes to the facility.
- Contacts shall be updated when there is a new manager, leadership changes in the department, or if a new person listed in the plan changes.
- Exercises, drills, or real-world implementation of this plan reveal deficiencies or shortfalls provided via individual /group/supervisory after-action debriefs.
- When notified that professional Regulatory or Best Practices change.
- Potential events need to be addressed in ways that were unforeseen during the planning phase.
- Any other circumstances, foreseen or unforeseen, occur that change to the point that protocols or responses must adjust to those conditions.
- County leadership indicates specific modifications, alterations and /or protocols should be modified to address leadership priorities.

Emergency Preparedness Action Plan

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OVERVIEW

The intent of this Emergency Preparedness Action Plan is to assist all staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and provide a basis for restoration of services. Site Staff are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials, PRCS Administration, and families/guardians.

The ***Emergency Preparedness Action Plan*** shall be controlled by the PRCS Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan.

PRCS ADMINISTRATION

Where applicable, PRCS/LCPS are responsible for the safety of the building and grounds. The health and safety, security, and facilities procedures established by PRCS/LCPS shall be followed by the Site in conjunction with Site policies and licensing regulations. For emergencies, the Center Emergency Officer shall immediately notify PRCS after calling 911 for medical, fire, or security emergencies. They will notify appropriate PRCS response personnel as necessary.

PRCS EMERGENCY CONTACTS		
NAME	TITLE	PHONE NUMBER
Steve Torpy	Director	Work 703-777-0345 Cell 571-233-0123
Jeremy Payne	Deputy Director	Work 703-777-0558 Cell 571-233-3653
24-hour Emergency phone number	Facilities Maintenance emergencies	703-737-8181

EMERGENCY INFORMATION

The *Emergency Numbers* list (see Attachment A) must be visibly posted at each program location.

Floor plans/site maps should be posted in the common areas your site occupies indicating the primary and secondary routes for emergency evacuation and shelter-in-place routes from areas used by the program. The diagram will also identify the building's shelter locations and evacuation assembly areas.

The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. This information will be provided by LCPS.

EMERGENCY NOTIFICATION

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows:

Emergency Event	Initial Notification	Actions
Fire Alarm, Smoke, Noxious/Toxic Fumes	Pull Fire Alarm 911	Evacuate the Building.
Telephone Bomb Threat to Center; Security Issues	911	Gather information from caller Evacuate the building.
Suspicious Item left in the Center	Call 911	Follow instructions from Security/911 Evacuate the building
Suspicious Package Delivered to the Center	Call 911	Follow instructions from Security/911 Evacuate the building.
Medical Emergencies	911	Follow instructions from 911
Security Incidents (intrusion alarm, disgruntled person, break-in, etc.)	911	Follow instructions from Security/911
Active Shooter	<i>Only when safe- Call 911</i>	Follow instructions from 911
Post Natural Disaster (building unsafe)	Call 911	Follow instructions from Security/911 Evacuate the building
PRCS Directed	Sound Air Horn	Follow instructions from security
<u>City FD/PD Directed</u>	Sound Air Horn	Follow instructions from security

Secondary Notification- When it is safe, utilize the [PRCS Critical Communications Protocol](#) for escalating information to the appropriate Department heads or for emergency situations after 6pm. PRCS/LCPS or other Emergency Officials shall notify the Center Emergency Officer of emergency situations that may impact the facility and/or occupants. Once the situation is under control, the Center Emergency Officer shall contact their immediate supervisor (where applicable) to inform him/her of the situation.

FIVE UNIVERSAL RESPONSES

Evacuation is used when locations outside of the building are safer than inside the building. It involves the controlled movement of staff and visitors from the building to a pre-specified safe location/assembly area.

Shelter-in-Place procedures are used to temporarily separate people from a hazardous outdoor atmosphere, such as dangerous weather or a hazmat or WMD incident i.e., chemical, biological, or radiological agent releases; the building is placed in a Secure the Building status and measures are taken to shut down the intake of outside air. No one is allowed to enter the building until public safety officials give the “all clear” signal.

Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the worksite or on the site. This response secures visitors and staff to prevent access or harm to the occupants of the locked down locations. Visitors and staff remain in locked offices, unobservable from outside. No one is allowed to enter the building, move around the building, or enter or leave locked offices until public safety officials give the "all clear" signal. Lockdown may also involve quickly moving visitors and staff from unsecured locations to secure locations.

Secure the Building is used to prevent unauthorized entry if the threat is outside the building i.e., a robbery in proximity to the worksite. All exterior doors are secured while staff and visitors are free to move about inside the building. Public notice is required to be provided to staff and visitors when this protocol is utilized.

Stay Put, Stay Tuned is implemented at the request of public safety officials to limit the impact on the transportation infrastructure i.e., a staged or phased evacuation of residents from an affected area, large-scale incident that impacts the roadway system or a tornado warning issued by the National Weather Service. Normal closing time may be delayed if authorized by the County Executive or designee. Public notice is required to be provided to staff and visitors when this protocol is utilized.

EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency, the Center Emergency Officer shall declare an emergency and institute the appropriate response actions. If this staff member is not available, the Back-up officer shall assume these responsibilities.

Center Emergency Officer (CASA/YAS Supervisor)

Name: _____

Work Title: _____

Phone number: _____

1. Ensure evacuation assembly areas and routes are visibly posted.
2. Notify PRCS of emergency evacuation initiation. Work with PRCS and local emergency agencies to arrange for evacuation locations and transportation away from the Center.
3. Familiarize all staff with the Emergency Preparedness Action Plan and ensure effective implementation.
4. Sounding the alarm specific to each required drill (Evacuation, Shelter-In-Place, Lockdown)
5. Ensure that the Site's practice drill program is implemented and documented.
6. Ensure supplies and equipment are present and checked at least monthly.
7. Review each crisis/emergency situation to ensure that proper reports are completed, and appropriate action is taken to prevent repetition of any ineffective efforts.

8. Identify emergency situations and determine the course of action to be taken. Determine if evacuation assembly area provides adequate safety of participants. Initiate further evacuation to other facility if necessary.
9. Be the primary contact for emergency services and communication with PRCS and/or other local authorities to inform staff of potential or existing crisis/emergency situation. Keep cell phone (method of communication) with them throughout the duration of an emergency.
10. Notify appropriate authorities (i.e. Fire Department, Sheriff's Department, PRCS) and parents immediately if there are any missing participants.
11. Transport all necessary medications, participant records (including parent information, emergency contact information and information on allergies and food intolerances for participants) and additional supplies (evacuation bag) if necessary.
12. Notify families of evacuation including location of emergency assembly area.
13. Determine and communicate reunification procedures based on the emergency (ie. Will parents meet at the emergency assembly area or back at the program location) with parents for the children in care. Make arrangements when necessary for continued support of participants until reunited with families.

Back Up Emergency Officer (CASA/YAS Leader)

The responsibilities of the Back Up Officer is to assist the Center Emergency Officer during an emergency or assume those responsibilities in their absence.

Name: _____

Work Title: _____

Phone Number: _____

1. Become familiar with the Emergency Preparedness Action Plan.
2. Complete crisis/emergency response training on an annual basis and review updates as necessary.
3. Work with the Center Emergency Officer to evaluate and identify emergency situations to determine the actions to be taken.
4. See that all injuries and issues are attended to immediately and referred to the Center Emergency Officer to determine if contact with PRCS or other authorities is necessary.
5. Conduct daily inspections of areas used by the program to detect any unsafe conditions or potential hazards.
6. Administer First Aid as necessary.
7. Responsible for transporting first aid kit, flashlights, batteries, and battery operated radio.

Employee responsibilities (other staff not mentioned above):

1. Become familiar with the Emergency Preparedness Action Plan.
2. Notify the Center Emergency Officer of emergency situations as they become aware of them.
3. Follow emergency procedures as outlined and directed by the person in charge.
4. Ensure the safety and well-being of the children in their care.

EVACUATION SCENARIOS

Plans should be well thought out regarding immediate area threats and more widespread area threats prior to designation. Provide information on where the site plans to evacuate for families. This information should be provided in an annual notice to families (see Attachment B Emergency Evacuation Plan).

Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)

Leave the building and gather in a predetermined location which will be known as the evacuation assembly area. This should be a safe place within walking distance; consider whether or not the area will be safe in all circumstances, e.g., rain, snow, etc. Seek permission if using a building or area for emergency use and determine if it is always available and suitable.

More Widespread Threat (i.e.: PRCS evacuation, chemical spill, widespread fire, etc.)

Leave the building, pick a safe accessible spot, and seek permission of the owner, manager, principal, etc. The method of transportation should be addressed in anticipation of a situation. What method of transport are you using? Who is driving? If staff are transporting children decide beforehand who will go with him/her. While it is not recommended that PRCS Staff transport children, if the situation arises where children need to be in cars and transported immediately to another location, using staff transportation must be considered and planned for.

Mass Ordered Evacuation (i.e.: declared state of emergency)

Leave the building and evacuate to a mass shelter as determined by the Red Cross. Emergency personnel will want to know if you need transportation. Know which staff will go with which children to maintain supervision. If an evacuation is ordered by the County of Loudoun emergency response organization, the Incident Commander for the County of Loudoun will identify the route and location of the nearest evacuation shelter. Emergency personnel (local police department) should have a copy of your evacuation plan on file.

EVACUATION ASSEMBLY AREAS

It is critical to conduct evacuation drills for children and staff to understand how to respond in the event of an emergency. Sites must implement monthly evacuation practice drills.

The designated evacuation areas for the sites are the farthest points from the building within the fenced outside playgrounds and the center parking areas. If a designated evacuation area does not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized.

In the event of an emergency requiring an evacuation away from Site premises, the Site shall coordinate necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

Primary Evacuation Assembly Area- A safe distance from the building, large enough to accommodate staff and children. Choose an area that will keep streets, fire lanes hydrants and walkways clear for emergency vehicles/crews. (ex. Bus loop facing main entrance of school)

Location _____

Secondary Evacuation Assembly Area- This area is utilized in situations where the primary assembly has been compromised or is not far enough from the building. If possible, this location should be on the other side of another building to provide shielding. (ex. A close by church, school or other suitable area)

Location _____

Transportation arrangements: Mike Burke: 703-737-8708 or 571-233-0222

SHELTERING/SHELTERING IN PLACE

In the event of a natural emergency (i.e., tornado, severe storms, or hazardous airborne chemicals incident outside the Program Site) the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary. Select interior room(s) with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

Shelter (in-place): Please list primary and secondary access and note it on your map: (ex. Hallway outside cafeteria)

Primary Location _____
Secondary Location (if available) _____

LOCKDOWN

Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the worksite or on the site. The following procedures will be activated for a site Lockdown. This procedure is implemented to ensure the safety of participants and staff from intruders or incidents in any facility. IF A LOCKDOWN IS REQUIRED, immediately CALL 9-1-1 and your supervisor to supply any known details.

If you are outside the building during a Lockdown situation, quickly move yourself, other personnel, and participants to the closest pre-determined safe building and continue to follow lockdown procedures outlined below.

If you are inside the building during a Lockdown situation:

1. Immediately lock nearby doors.
2. Direct participants and other staff away from windows and doors.
3. SILENCE ALL ELECTRONIC DEVICES.
4. Maintain a calm environment.
5. If gunshots or explosions are heard, get everyone on the floor.
6. Remain in designated safe rooms/areas until notified.
7. No person is to enter or exit the locked safe room/area.
8. Wait for "ALL CLEAR" instructions from your designated Chain of Command personnel or emergency responders.
9. Use text message to communicate with family and staff in an emergency. DO NOT use voice calls at this time.
10. Make sure you have a pre-planned family emergency contact plan that utilizes text messages to communicate. Contact your family as soon as you are safe to help keep everyone calm and reduce the load on 911 dispatchers.

Primary Location _____
Secondary Location (if available) _____

ACCIDENT/MEDICAL EMERGENCIES

The center shall notify the parent immediately if a child is lost, requires emergency medical treatment, or sustains a serious injury. The center shall notify the parent by the end of the day of any known minor injuries. Accident/Incident reports will be completed and kept on site.

Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life-threatening medical emergencies are compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions to insect bites/foods, medications; poisonous plant contact or animal bites; ingestion of chemicals/poisoning; and unconsciousness.

Procedure For Life Threatening Emergencies

Person finding injured or ill person shall:

- Remain calm, render first aid, and call for help. Do not move the injured or sick person unless his/her safety and health are at risk.
- Call 911 for emergency medical services and report the incident or request someone else to call. Stay on line with the dispatcher and provide information as requested.

Center Emergency Officer or designee shall:

- Report the incident to PRCS or call 911 if they have not already been called.
- Contact parents of the participant of the medical emergency immediately.
- Assign an individual to meet the emergency medical personnel to guide them to the location.
- Pull the medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff member to accompany the patient to the hospital (if possible as we still must maintain state licensing ratios).
- Make notification to applicable emergency contact of the patient.
- Insure that the appropriate paperwork is completed.
- Contact the following to report the incident:
 - PRCS
 - Licensing Representative, if necessary
- Maintain communications with staff member assigned to stay with the patient for progress reports.

For more information on general guidelines, see Attachment D - Guidelines for Handling Medical Emergencies.

SITUATIONAL AWARENESS-VARIOUS SCENARIOS

SNOW AND ICE STORMS

Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered radios, flashlights, back-up lighting, power, heat, and cell phones. Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines (this will already be provided by LCPS or PRCS maintenance).

TORNADO

A tornado watch means that a tornado is likely over a large area. A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Tornado Cover – Administrative Procedures

Take Cover Announcements are issued by the Center Emergency Officer when one or more of the following conditions exist:

- A tornado is sighted
- A tornado siren is heard
- A tornado warning is issued that affects the Site
- High winds at or exceeding 60 miles/hour
- Golf ball size hail or larger
- Rapidly dropping pressure; dark greenish clouds

Watch Conditions are issued by the national Weather Service for the area

- Tornado spotters are alerted
- Radios should be monitored at the Site
- All staff should be notified of the watch
- Tornado shelters should be visited by an administrator to ensure that they are clear

When the announcement to take cover is given, the Center Emergency Officer must take the emergency information (children and staff emergency contact numbers) and assist in the cover procedures with non-ambulatory children first. If more than one staff is present, divide the building into sections and move to assist. Site Supervisor and leader in charge need to check all areas for “hidden” participants. When PRCS/other emergency officials give the all-clear sign, check to make sure all participants are accounted for. If there is any question about damage to the Site, do not re-enter the building until PRCS or other emergency personnel have surveyed the building. Inform all the staff of any facility hazards. Determine if any areas or routes must be closed from access and inform staff. If it is unsafe to remain at the Site, assess whether the Alternate site is a safe back-up and evacuate the participants to this location.

Site Tornado Procedures

Each staff (if you have one in the gym, cafeteria or playground) should be assigned the following responsibilities in anticipation of being instructed to take cover in the event of a tornado warning.

Designated Leader 1

- Begin evacuating all participants to the designated tornado shelter.
- Avoid windows and glass doorways.
- Close doors to the outside rooms.
- Protect the heads of staff and participants with blankets.

Designated Leader 2

- Take the attendance.
- Take the first aid kit.
- Last check for participants in “hidden” areas.
- Evacuate any remaining participants and close the shelter door.

Note: When you are the only staff person in the area, you will be responsible for the roles of leader 1 & 2.

Remain in the shelter area until given further instruction by the Center Emergency Officer, PRCS or other emergency personnel.

EARTHQUAKE

The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

1. Indoors
 - a. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - b. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. Use a doorway for shelter only if it is near you and if you know it is a strongly supported, loadbearing doorway.
 - c. Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
 - d. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
 - e. DO NOT use the elevators.
2. Outdoors
 - a. Stay there
 - b. Move away from buildings, streetlights, and utility wires.
 - c. Once in the open, stay there until the shaking stops.

HURRICANE

- Monitor Hurricane Watch and Warnings.
- Secure outside equipment.
- Check status of battery powered radio and alternate light sources.
- Remain indoors until storm passage is confirmed.
- Prepare to evacuate. If necessary, evacuate participants and staff to a more secure facility depending on road and safety conditions. Provide information on where the center plans to evacuate for families.

FLOODING

- Monitor announcements of Flood Watch or Warnings.
- Close or evacuate (see evacuation procedures, page 10) facility if needed. Heed evacuation order from public safety officials.

UTILITY DISRUPTION (water, heat, electricity, water)

If utilities are disrupted in the Site, the Site will make every effort to remain open. The decision to close the Site or delay its opening will be based on the following factors:

- The amount of natural light in the Site
- The temperature in the Site
- The risk to the health and well-being of children and staff.
- The anticipated amount of time the utility is expected to be disrupted.

The staff will begin calling parents/guardians to inform them of the situation after 1 hour of disrupted service. Families of children with special needs will be called first and may need to be called sooner depending on how much disruption has occurred to basic caregiving routines. This time period will allow the Site to assess the situation and provide families with as much accurate information as is available.

The Center may close or delay opening (confirm with the PRCS first) if the following conditions are present:

- The temperature on the Site thermostats register 64° or below, or 85° or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- The natural light in the Site is diminished to the point that participants and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones are available.
- The nutritional needs of the participants cannot be met.
- Live wires will require the immediate closing of the Site and the transfer of the participants.
- Loss of water that disrupts appropriate personal care, hand washing, and toileting with clean running water for more than 1 hour.

Reporting Facility System Emergencies

If any of the critical systems for the Site become inoperative, the Center Emergency Officer shall immediately notify PRCS. The Facilities person (PRCS or LCPS) will assess the situation and provide the necessary resources to correct the problem. Facilities will arrange for temporary services, i.e., electrical power, portable toilets, drinkable water, etc., if possible, if the problem cannot be corrected in a timely manner.

The Center Emergency Officer shall communicate with PRCS to estimate the duration of the event. If the duration of the event is likely to pose a sanitary or safety threat, or if the disruption would make the facility environment untenable, the Site may need to close early at the direction of the Site Supervisor, and appropriate PRCS personnel.

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., call 911 and order an evacuation of the center.

FIRE

Fire Procedures

Each facility should have a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The fire plan should specify when and how to evacuate in case of fire and under which conditions staff should attempt to control a fire using extinguishers.

Check with fire officials to remain current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.

Conduct regular fire safety training and fire drills monthly. Refer to Attachment E Procedures for Conducting a Fire Drill.

Fire Emergencies

All Site staff are to familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

If a fire/smoke is discovered, immediately activate the nearest pull station/call 911 and, if available, activate the duress button to report the fire and begin evacuation per the evacuation procedure.

If the fire is small (wastepaper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS.** Personal safety and that of the participants come first. Report situation to 911.

If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area and report to the evacuation area.

When possible, the Center Emergency Officer shall notify PRCS of the situation.

HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.

If a hazardous materials accident occurs within close proximity of your Site, notify the fire department and follow safety directions. Be prepared to evacuate or shelter-in-place.

BOMB THREAT/THREATENING CALL/MESSAGE RECEIVED

Calls of a threatening nature should be recorded as accurately as possible and reported to Sheriff's Department. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation. If possible, record the threatening message carefully with attention to details. If caller ID is operational, record telephone number. Notify Sheriff's Department immediately. Get advice from your local Sheriff's Department to help determine how to handle the situation. See Attachment F - Bomb Threat Report Form)

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Site Supervisor immediately. Communication to Sheriff's Department is advised. Do not touch or attempt to move the article unless instructed to do so by police. Follow advice of Sheriff's Department to determine appropriate procedures to take within the center.

POTENTIALLY VIOLENT SITUATIONS

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody) may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of participants and staff to move out of harm's way when an individual is on-site who is potentially violent.

If a potentially violent individual gains access to your facility and leaves:

1. Immediately call 911/ Sheriff's Department and PRCS.
2. Indicate to 911 and PRCS that you may have a condition for a selective evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas (this may be another room within the facility).

3. If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.

Note: If the individual is leaving and taking a participant or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

If a potentially violent individual gains access to your facility and remains:

- Immediately call 911/Sheriff's Department and notify PRCS and seek advice on how to handle the situation.
- Indicate to 911 and PRCS that you may have a condition for a selective evacuation. If you have any reason to believe the individual has a weapon, order a selective evacuation, if possible.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite.
- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected participants to move to locations around the facility that are farthest from the incident point. This selective evacuation should proceed room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- The other staff should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the Sheriff's Department arrives, they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

RANDOM ACTS OF VIOLENCE

If the Site is affected by random acts of violence (e.g., drive by shooting), implement the following:

- Remain calm
- Immediately call 911 and PRCS
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility and have the participants lay on the floor
- Brief 911 of the problem once they arrive
- Report follow up to the incident to PRCS via phone and Incident report.

DISGRUNTLED EMPLOYEES, PARENT/GUARDIAN OR REPRESENTATIVE

In the event of having to deal with Disgruntled Employees, Parents/Guardians, or Parent's/Guardian's Authorized Representatives, implement the following:

- Remain calm
- Remain polite
- Immediately call 911 and PRCS
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- If the disgruntled individual's participants is immediately known, move the participants to

another room, out of sight

- Turn the participants over to parent/guardian or authorized representative in accordance with center procedures
- Report follow up to the incident to the PRCS via phone and then Incident report

IMPAIRED EMPLOYEES, PARENT/GUARDIAN OR REPRESENTATIVE

If you have reasonable cause to suspect that any person picking a participant up is under the influence of alcohol or drugs or is physically or emotionally impaired in any way and may endanger a participant, you may have cause to refuse to release the participants. If so, request that another adult be called to pick up the participants or call the numbers listed on the Participants Release Form.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following

- Remain calm
- Remain polite
- If the person becomes agitated and/or confrontational, immediately call 911 and PRCS
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- Turn the participants over to the other parent/guardian or alternative authorized representative in accordance with center procedures
- Report the follow up to incident to the PRCS via phone and then Incident report

HOSTAGE SITUATION

Although considered improbable, the Site may be subject to hostage situations either from disgruntled employees, parents/guardians, parent's/guardian's authorized representative, or other people. In the event of a hostage situation:

- Remain calm
- Remain polite
- Follow the hostage takers instructions
- Do not resist
- **ANY** available staff member will immediately call 911 and PRCS
- Staff members will alert other staff of the problem if time permits - **DO NOT PUT YOURSELF IN DANGER**
- Alerted staff members will close the doors of their areas of responsibility
- If staff members believe it is safe, evacuate children from the Site moving in the opposite direction from the incident. Report your location to 911 immediately.
- Report follow up to PRCS via phone and then report form.

Perimeter Issues

Administrative Procedures for Playground Clearance (i.e., protest/riot adjacent to facility, toxic spill, sniper, suspicious parked vehicles, loiterers)

- Call 911 or local authorities to investigate the situation and consult with them to determine the level of potential crisis.
- If the situation is of marginal concern or greater, require that the entire Site remain inside. Immediately require any groups outside to come inside.
- Lower blinds to further obscure visibility and consider bringing participants into the "core" space or another classroom/area until the situation is resolved.

- Be prepared to fully evacuate the facility should security or other emergency services make this request. Consider whether existing evacuation routes will suffice or if an alternate route must be taken due to the location of the incident. Make staff aware of any changes to their evacuation routes if necessary.
- Coordinate your actions with security and any other support services (Sheriff's Department, fire dept., bomb squad) based on the nature of the incident.

MISSING PARTICIPANT

Staff shall follow these procedures in the event a youth participant or older adult under the supervision of PRCS staff is identified as missing. Prompt action by staff is required.

- Act quickly to confirm the participant's whereabouts. Staff operating school-based programs shall communicate with school personnel to verify a child's absence or whether a family member may have picked up the participant.
- Call 911 and immediately notify the participant's parents/guardians once an initial search of the facility is complete, including searching all areas of the facility, closets, cabinets, etc., and the immediate surrounding area.
- Immediately following a call to 911, follow PRCS Critical Communications Protocol for notifying the Department.
- Keep parents or guardians and PRCS notified of any updates as they occur.
- Continue searching while waiting for law enforcement to arrive.
- The manager/supervisor or designee is to remain at the center as the point person and to gather information/description of the participants to share with authorities and ensure the PRCS Critical Communications Protocol is followed.
- All licensed programs (adult and children) must report an incident of a lost or missing participant to Licensing no later than 24 hours of the incident.

IMPORTANT EMERGENCY TELEPHONE NUMBERS

Name/Company	Contact/Town	Telephone Number
PRCS Director	Steve Torpy	Work 703-777-0345 Cell 571-233-0123
Fire-Police-Ambulance-Emergency	Loudoun County Fire and Rescue	Call or Text 911
Poison Control	Virginia Poison Control	1-800-222-1222
Loudoun Sheriff's Department	Loudoun County Sheriff, Leesburg	Call or Text 911
Loudoun County Sheriff (Non-Emergency)	Loudoun County Sheriff, Leesburg	703-777-1021
Emergency Mental Health Services	Loudoun County (24/7)	703-777-0320
Local Health Department	Loudoun County Health Dept., Leesburg	703- 771-5829
Emergency Facilities Maintenance	Loudoun County	703-737-8181
Dept. of Family Services	Loudoun County	703-777-0353
Virginia State Licensing	Fairfax, Virginia	703-934-1505

Site staff will contact PRCS administration
if there is ever a need for local media to be contacted.

EMERGENCY EVACUATION PLAN

In the event of an emergency that requires an evacuation of the building, the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all participants and staff as they board/depart vehicles;
- Bring any necessary medications/supplies and emergency records;
- Take a cellular phone if available to be used for emergency notifications.

If the emergency environment is confined to the immediate area of the facility, e.g., fire or toxic fumes and the participant cannot stay on the premises the participants will be brought to _____ by LCPS Transportation where they 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. The place of safety should be close by and within walking distance if appropriate.

In the event of exposure to toxic materials or gases and a physical examination is recommended, participants will be transported by PRCS buses to Loudoun Hospital Center where they will be examined, and family/guardian/emergency contacts will be notified.

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If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the participants cannot remain in the area, the participants will be brought to _____ by PRCS Buses where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.

In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by Loudoun County Public School buses where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

Those childcare programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. Those procedures should be shared with all family/guardian of children enrolled.

Staff will always remain with and care for the participants during an event. Attendance will be checked whenever participants are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY KITS AND SUPPLIES

This list contains the ***minimum*** items you should have in your center in case of an emergency. Please check your licensing regulations to determine if your state requires any additional items.

Site Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location)

- ☐ Copies of all contact lists
 - *For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area*
 - *Phone numbers and e-mails for PRCS emergency contacts and/or immediate Supervisor*
- ☐ Flashlights with extra batteries
 - *Long-life, emergency flashlights*
- ☐ Battery-operated radio and extra batteries
 - *AM/FM, weatherband.*
- ☐ Manual can-opener
- ☐ First Aid kit
 - *Add gloves and Kleenex*
- ☐ Notepad and pens/pencils
- ☐ Scissors
- ☐ Hand-sanitizer and cleansing agent/disinfectant
- ☐ Whistle
- ☐ Disposable Cups
- ☐ Wet Wipes
- ☐ Medication

Supplies to be kept on Site

- ☐ Charged cell phone
- ☐ One gallon of water for every four children and staff
- ☐ Disposable cups
- ☐ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- ☐ Critical medication such as insulin, epi-pens, etc. for children and staff

Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

Guidelines on Handling Medical Emergencies

The following information is provided as a quick reference to help you make decisions in a stressful emergency. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of participants should maintain current certification in First Aid and CPR.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect participants. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Site and/or while waiting for the participants to be picked up. The staff that is with the participants should provide first aid according to the principles of emergency action.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the participants, parent/ guardian immediately for any of the following:

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including:
 - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
 - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting individual who seems to be getting worse quickly
- repeated forceful vomiting after eating in an infant under four months of age
- severe abdominal pain that causes the participants to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the participants shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

Staff should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross *Pediatric First Aid*. Keep a copy of this section with the first aid kit.

Notifying a Parent/Guardian

The parent/guardian of a sick or injured participant should be contacted by telephone as soon as possible. The Center Emergency Officer should continue to try to reach a parent/guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian, the participants should still be taken to the hospital whenever a medical emergency exists.

Procedures For Conducting a Practice Drill

1. **Inform the staff that there will be a fire drill later in the day/week.**
2. **Staff members talk to the participants about the drill procedures.** Staff talks to the participants in their group about the bell/alarm, rules, and procedures for vacating the building.
3. **Initiate drill- Evacuation drill/Shelter-in-place/Lockdown.** When the respective alarm goes off:
 - **Evacuating Participants:** Staff count their participants and follow route to emergency assembly area in groups, taking attendance sheets, with them. No one can stop for coats or any other personal items. Once in assembly area, staff recount participants.
 - **Center Emergency Officer** (or designee) checks bathrooms, closets, and “hiding places” for “lost participants” and for possible sources of smoke or fire during a real alarm.
4. **Retrieve files of parent/guardian names and phone numbers.** The Site Supervisor retrieves the files of all parent/guardian names and telephone numbers and takes them outside.
5. **Time the drill.** Time how long it took to vacate the building and checks with each group to verify an accurate recount of all persons.
6. **Verify accurate recount of all persons.** Check with each group to verify an accurate recount of all persons.
7. **Return to the building.** Once approval to reenter the building is given, staff and participants will return to the program area.
8. **Document the Completed Fire Drill.** Complete written documentation that contains the following:
 - Identity of the person conducting the drill;
 - The date and time of the drill;
 - The method used for notification of the drill;
 - The number of staff participating;
 - The number of children participating;
 - Any special conditions simulated;
 - The time it took to complete the drill;
 - Problems encountered, if any; and
 - For emergency evacuation drills only, weather conditions.

The Center shall maintain a record of the practice drills for at least one year.

BOMB THREAT REPORT		1. DATE	2. TIME	3. TIME CALL ENDED
INSTRUCTIONS (COMPLETE AS MUCH AS POSSIBLE)				
IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON. COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH THE CALLER AS NECESSARY.				
4. ASK THESE QUESTIONS TO PROLONG THE CALL				
a. When is the bomb going to explode?		d. What does the bomb look like?		
b. What kind of bomb is it?		e. Why did you place the bomb?		
c. Where is the bomb right now?		f. Where are you calling from?		
5. TRY TO DETERMINE THE FOLLOWING (CHECK APPROPRIATE DESCRIPTION)				
a. Callers Identity	Age _____ Male _____ Female _____ Adult _____ Juvenile _____			
b. Language	Good _____ Poor _____ Foul _____ Slang _____			
c. Accent	Local _____ Not Local _____ Foreign _____			
d. Tone of Voice	Loud _____ Soft _____ High Pitched _____ Deep _____ Raspy _____ Pleasant _____ Intoxicated _____			
e. Speech Pattern	Fast _____ Slow _____ Nasal _____ Lisp _____ Distinct _____ Slurred _____ Stutter _____			
f. Manner	Calm _____ Angry _____ Rational _____ Irrational _____ Laughing _____ Coherent _____ Incoherent _____ Deliberate _____ Emotional _____ Other _____			
g. Background Noise	Bedlam _____ Trains _____ Factory Machines _____ Traffic _____ Animals _____ Airplanes _____ Party _____ Office _____ Voices _____ Music _____ Quiet _____ Harbor/Ocean _____			
6. Was the voice familiar?	Yes _____ No _____ If yes, Whose? _____			
7. Exact words of caller?				
8. Did the caller use familiar terms? Yes _____ No _____ If yes, describe _____				
IMMEDIATELY AFTER CALL NOTIFY YOUR SUPERVISOR AND CENTRAL SECURITY. TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.				
9. Person receiving call		10. Receiving telephone		

BOMB THREAT REPORT FORM

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

List all staff names, addresses, and phone numbers (regular and emergency) as well as position in the program.

Supervisor/Lead teacher _____
 Leader/Aide or Asst teacher _____

For each person, list whom that person reports to, in order of responsibility. Be able to show at a glance who is in charge if someone above is unable to respond.

All staff report to _____

List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role.

Answer these questions:

- Who will provide first aid? All CPR trained staff
- Who will take any medications? MAT trained staff _____
- Who will take the first aid kit? _____
- Who will take emergency information on each child? _____
- Who will call for help? _____
- Who will carry the cellular phone? _____
- Who will carry the emergency/medication kits? _____
- Which groups of participants go with which staff? See Cohort list
- Who makes sure everyone is out of the building? _____

Share the list with the staff and discuss it so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.

Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:

- Who is in the building?
- When did they arrive?
- When did they leave?

Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for participants and staff.

PROCEDURE FOR LOCKDOWN

a.) Methods to alert staff and emergency responders

- Staff will yell LOCKDOWN and all staff and students will go to their designated area, which would be an area with no windows. Depending on where the intruder is, would depend on where our lockdown would take place. Our usual designated place would be the in closest classroom to where we are located. The children would sit closest to the door along the wall, so if the intruder looked in the window of the door, he/she would not see the children.

b.) Methods to secure the facility and designated locations

- The staff would make sure all doors are locked and children are not visible to the intruder. They would be right next to all children and make sure they are all silent.

c.) Methods to account for all children in the lockdown locations

- Staff will count the number of children, and review their roster to make sure all children are accounted for.

d.) Methods for communication with parents and emergency responders

- Once in a safe area, Emergency responders and PRCS main office would be contacted from the site's cell phone.
- After the emergency has passed and everyone is reunited/situation assessed, the staff will begin calling parents/guardians to inform them of the situation. The emergency contact numbers and information can be found in the child's file in the site's iPad. (see Attachment J)

e.) Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during the lockdown

- Use specific language, point to the designated location, have the child/ren close by you at all times, and call the parents of the children.

PROCEDURE FOR REUNITING CHILDREN WITH PARENT(S)/GUARDIAN(S) - *REUNIFICATION PLAN*

This procedure will take place in the event children need to be reunited with their parent(s)/guardian(s) after an emergency situation. Possible scenarios may include:

- After arrival at an alternate location because of an evacuation away from the site;
- The children are at site but had to be moved to a secondary room or area of the school because the conditions were not ideal to remain there. (electricity outage, damaged a/c, flooding, fire);
- After a shelter in place or lockdown had taken place because a violent intruder, earthquake or tornado;

The staff will:

- a) Make sure all children are accounted for. Staff will do a headcount and review the roster.
- b) Assess the status of each participant. Administer first aid to those who need it.
- c) Assign the parent/guardian pick-up point. This should be the best location away from the play space areas and first aid station.
- d) The staff will begin calling parents/guardians to inform them of the situation. The emergency contact numbers and information can be found in the child's file in the site's iPad.
 - Families of children with special needs will be called first.
 - Use specific phrases and information about the situation, pick-up point, and well-being of the participants, especially those that are injured as a result of the event.
- e) Inform PRCS Admin Office of your circumstances as soon as you are able.

Good (morning/afternoon), Mr/Mrs _____. This is _____ from the _____ program. I am calling to inform you that we had to move to _____ because of _____.

Your child, _____, is with us and is _____ (condition)_____.

We need you to come pick him/her up as soon as possible. The address of our location is _____.

CONTINUITY OF CARE

To ensure that essential functions are maintained during an emergency, the following procedures will be implemented, when necessary:

Emergency supplies

Each site will have an emergency preparedness bag which will contain the following:

- First Aid Kit
- Snacks for children in care
- Flashlight
- Battery operated (or weather band) radio
- Extra batteries
- Multipurpose tool
- Sanitation and personal hygiene items
- Copies of children's emergency information
- Emergency blanket
- Site map (locations of port-o-potty, off-site evacuation route and location)

Sheltering-In-Place

- Food: The Center Emergency Officer will be responsible for taking the Emergency Preparedness bag to the Shelter-in-place location.
- Drink: Every site will have bottled water to use in case of emergency.
- Bathroom: School restrooms that are accessible to the designated assembly area will be used.

Evacuation from the building

- Food: The Center Emergency Officer will be responsible for taking the Emergency Preparedness bag to the designated assembly area outside the program location.
- Drink: Water will be obtained from the designated assembly area outside the program location.
- Bathroom: A port-o-potty is located near the athletic field at all the program sites.

REFERENCES

WWW.READY.GOV, Federal Emergency Management Association's official Web site for emergency preparedness. *This Web site specifically directs parents to consult with their child's school/child care facility about their emergency plans.*

Emergency Management Guide for Business and Industry, ARC 5025, November 1993.

Coping With Children's Reactions to Hurricanes and Other Disasters, FEMA 184, October 1989.

Helping Children Cope with Disaster, FEMA L-196, February 1993.

Loudoun SAFE Workplace training, 2021-22 Emergency Action Plan