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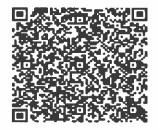
2024-25 LCPS Calendar

Children's Records

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Children's Program Division QR Code

CASA
YAS
DAZE AND FEST CAMPS
ADAPTIVE RECREATION



Links to access

Call Duty Phone
Monthly Report
Accident/Incident Form
Report a Late Pick up
Conduct a Daily Site Safety Check
File a School Property Damage Report
File a Worker's Comp Report
Submit a Leave Request
Submit FMLA paperwork

How to Guides

Brightwheel Basics
Collabornation User Guide
Brightwheel Rosters (Adding/Removing a Child)

Access to Resources

PRCS Staff Handbooks
PRCS Family Handbooks
Licensing Standards
Communicable Disease List
PRCS CoCo Website
Collabornation- Training, Certifications, Your Transcript
Training Pay Hours

Medication Forms

Short and Long Term Authorization
No Medication Provided
Medication Intake Form
OTC Skin Products
Medication log

CASA Lesson Plans- August through Dec 2024

Site staff and positions			
Supervisor Leader Leader Leader Inclusion staff			
1 on 1 staff	Child	1	
1 on 1 staff		1	
1 on 1 staff	Child	1	
1 on 1 staff	Child	d	

Site Set Up and Layout (Tables, cubbies, other equipment layout)				
- 1		÷.		

taff	Staff	Staff	Staff
1	1	1	11
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	10	10	10
.1	11	11	11
.2	12	12	12
.3	13	13	13
.4	14	14	14
.5	15	15	15
.6	16	16	16
7	17	17	17
.8	18	18	18

Daily	/ Schedule	(Homework, snack, gym/outside time, e	tc)
– 411 j	Jonesance	(Hornework, Shack, Kyrri, outside time, e	6000

Children's Medication List- See Medication Tab for more information

Child's Name	Medication	Reason to administer
3400		
815		
		3 (8)
		Ann 11-11 (1994)
	-	

Children's Dietary Restrictions

Child's Name	Type of Dietary Restriction	Action to take
	□Allergy □Intolerance □Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □Intolerance □ Preference	
77	□Allergy □ Intolerance □ Preference	
****	□Allergy □Intolerance □ Preference	
	□Allergy □Intolerance □Preference	
	□Allergy □ Intolerance □ Preference	
erit Mark	□Allergy □ Intolerance □ Preference	
	□Allergy □ Intolerance □ Preference	
	□Allergy □Intolerance □ Preference	
	□Allergy □Intolerance □ Preference	
P.5	□Allergy □ Intolerance □ Preference	
	□Allergy □Intolerance □Preference	<u> </u>
	□Allergy □Intolerance □Preference	
	□Allergy □Intolerance □Preference	

Location of Emergency Supplies
First Aid kit
Medication box/bag(s)
Flashlight and Radio
Emergency Supplies
Other items
Daily Closedown Procedures What must be completed before staff leave for the day? (ex-tables/cubbies moved, What to lock up?)

Alternate Plans/Arrangements for Children during Program

MONDAYS Ex. Child Jon Smith Time 2:10-3:30pm____ Notes Karate Class (9/1-9/30) Ex. Child Sally Jones Time All Day Notes Rides bus (First Monday of month) Child Time _____ Notes Child _____ Time ___ Notes Child Time _____ Notes Child Time Notes Child Notes _____ Child _____ Time ____ Notes____ Child Notes Child _____ Time ____ Notes ____ Child Time Notes Child _____ Time ____ Notes_ Child Time Notes Notes____ Child Time Child Time Notes Child ______ Time _____ Notes Child _____ Time ____ Notes Child _____ Time ____ Notes____ Child _____ Time ____ Notes_ Child _____ Time ____ Notes Child _____ Time ____ Notes ____ (Outside CASA Activities Acknowledgement forms must be completed and kept on file)

TUESDAYS					
Ex. Child <u>Jon Smith</u>	Time <u>2:10-3:30pm</u>	Notes Karate Class (9/1-9/30)			
Ex. Child Sally Jones	Time All Day	Notes Rides bus(First Monday of month)			
Child	_ Time	Notes			
Child	_ Time	Notes			
Child		Notes			
Child	_ Time	Notes			
Child	_ Time	Notes			
Child	_ Time	_ Notes			
Child	_ Time	Notes			
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Child	Time	Notes			
Child	Time	Notes			
Child	Time	Notes			
Child	_ Time	_Notes			
Child	_ Time	Notes			
Child	Time	Notes			
Child	_ Time	_ Notes			
(Outside CASA Ac	tivities Acknowledgement fo	rms must be completed and kept on file)			

WEDNESDAYS				
Ex. Child Jon Smith	Time _2:10-3:30pm	Notes Karate Class (9/1-9/30)		
Ex. Child Sally Jones	_ Time _All Day	Notes Rides bus(First Monday of month)		
Child	_ Time	Notes		
Child	_ Time	Notes		
Child	_ Time	Notes		
Child	Time	Notes		
Child	_ Time	Notes		
Child	_ Time	Notes		
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Child	_ Time	Notes		
Child	Time	Notes		
Child	Time	Notes		
(Outside CASA Ac	ctivities Acknowledgement fo	orms must be completed and kept on file)		

THURSDAYS				
Ex. Child Jon Smith	_ Time <u>2:10-3:30pm</u>	Notes Karate Class (9/1-9/30)		
Ex. Child Sally Jones	_ Time _All Day	Notes Rides bus(First Monday of month)		
Child	_ Time	Notes		
Child	_ Time	Notes		
Child	Time	_ Notes		
Child	Time	_ Notes		
Child	_ Time	Notes		
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Child	_ Time	_ Notes		
Child	Time	Notes		
(Outside CASA Ad	ctivities Acknowledgement fo	orms must be completed and kept on file)		

FRIDAYS				
Ex. Child Jon Smith	_ Time _2:10-3:30pm	Notes Karate Class (9/1-9/30)		
Ex. Child Sally Jones	_Time _All Day	_ Notes Rides bus(First Monday of month)		
Child	_ Time	_ Notes		
Child	_ Time	_ Notes		
Child	_ Time	_ Notes		
Child	Time	Notes		
Child	_ Time	Notes		
Child	_ Time	Notes		
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Child	_ Time	_ Notes		
Child	Time	Notes		
Child	Time	Notes		
(Outside CASA Ac	tivities Acknowledgement fo	orms must be completed and kept on file)		



PARKS, RECREATION, and COMMUNITY SERVICES Staff Emergency Contact/Health Information

<u>PRINCIPAL PURPOSE(S)</u> for which information is intended to be used: (1) Person(s) to be notified in case of emergency (2) Provides several means of contacting employees during an emergency.

Employee Name:				
Position/Site:				
Home Address:				
	Work Phone: Cell Phone:			
E-mail:				
Doctor:		Phone	:	
Insurance Company:		Policy #:		
Allergies (Please list and give	directions for eme	rgency treatment)		
List any special needs, hea	alth problems:_			
	•	•	erforming my duties for reation, and Communi	or the above position with the ty Services.
	<u> </u>	Emergency Con	tacts	
Primary person to be not	tified in case of a	an emergency:		
Name:		Relations	hip:	
Home Address:			<u> </u>	
Stre	et Address	City	State	Zip code
Home Phone:	Wo	ork Phone:		
Cell Phone:				
Secondary person to be r	notified in case o	of emergency:		
Name:		Relations	hip:	
Home Address:				
Stre	et Address	City	State	Zip code
Home Phone:	Wo	ork Phone:		
Cell Phone:				
Third person to be notified	ed in case of em	ergency:		
Name:		Relations	hip:	
Home Address:	<u>.</u>			
Stre	et Address	City	State	Zip code
Home Phone:	Wo	•		•
Cell Phone:	E-mail	Address:		

2024-25 PRCS After-School Contact Information

	PRCS Children's Programs	Leadership	
Name	Title	Phone	Email
Steve Torpy	Director PRCS	703-777-0345	Steve.torpy@loudoun.gov
Jeremy Payne	Deputy Director PRCS	703-777-0558	Jeremy.payne@loudoun.gov
Jenny Jones	Assistant Director PRCS	571-367-8603	Jennifer.jones@loudoun.gov
Kristin Garrett	Children's Programs Division Manager	571-258-3108	Kristin.garrett@loudoun.gov
Danielle Barger	Children's Programs Manager,	571-919-1408	Danielle.Barger@loudoun.gov
	Programming and Development		
Jessica Nalls	Children's Programs Manager,	571-258-8769	Jessica.nalls@loudoun.gov
	Operations		
and the second second	PRCS Administrative S		
Name PRCS Administrative Office	Title	Phone	E-Mail
PRCS Administrative Unice	Main Building Line	703-737-8042	Physical Address: 742 Miller Drive SE Leesburg, VA 20175
Eva Mo	Lead Children's Program Administrative Assistant	571-258-3793	Eva.Mo@loudoun.gov
Sara Genco	Children's Program Administrative Assistant	703-771-5952	Sara.Genco@loudoun.gov
Maria Pla	Children's Program Administrative Assistant	703-737-8956	maria.pla@loudoun.gov
Ro Schumacher	Children's Program Administrative Assistant	571-233-0418	Ro.schumacher@loudoun.gov
	Support Staff Afterschool		
Name	Title	Phone	E-Mail
Maria Auger	Coordinator- Adaptive Recreation	703-771-5013	Maria.Auger@loudoun.gov
Megan McCullough	Specialist - Inclusion	571-258-3488	Megan.McCullough@loudoun.gov
Mary Wizbicki	Licensed Programs Manager	571-479-8915	Mary.Wizbicki@loudoun.gov
	CASA Academy Admi	n Staff	
Name	Title	Phone	Email
VACANT	Assistant Director for Centers	703-777-0192	TBD
Jay Allred	Division Manager- Recreation Centers	703-771-5113	Jay.Allred@loudoun.gov
Dr. Chezia Calloway	Division Manager- Community Centers	703-777-0180	Chezia.Calloway@loudoun.gov
Sheri Conrad	Center Manager, Bluemont Community Center	540-554-8643	Sheri.Conrad@loudoun.gov
Stacy Chase	Programs Manager, CMRCC	571-258-3600	Stacy.Chase@loudoun.gov
Wendi Blodgett	Licensed Programs Coordinator, CMRCC	571-258-3503	Wendi.Blodgett@loudoun.gov
Patty Reuss	Programs Manager, DSRCC	571-258-3456	Patty.Reuss@loudoun.gov
Sarah Gibson	Licensed Programs Coordinator, DSRCC	571-258-3853	Sarah.Gibson@loudoun.gov
Paige Neeley	Center Manager, Lucketts Community Center	703-771-5281	Paige.Neeley@loudoun.gov
Deborah Ludtke	Center Manager, Philomont Community Center	540-338-5882	Deborah.ludtke@loudoun.gov

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Emergency Numbers	
Duty Phone Line*CASA and YAS, CASA Academy notifies manager on duty	<u>571-233-3234</u>
Loudoun County Sheriff (LCSO)	703-777-0407 or 703-777-0408
Poison Control	1-800-222-1222
Child Abuse Hotline	703-771-5437 (KIDS)
Emergency, EMT, Fire, Rescue	911

	After-School Ad	ministration Staff	
Name	Title	Cell Phone	E-Mail
Mekel Clark	After-School Coordinator	571-233-0265	Mekel.Clark@loudoun.gov
Ray Walker	After-School Coordinator	571-233-0287	Raymond.walker@loudoun.gov
Susan Leone	After-School Coordinator	571-209-0151	Susan.leone@loudoun.gov
Linda Lifsey	After-School Program Sub Specialist	571-233-0273	Linda.Lifsey@loudoun.gov
Amber Rogers	After-School Program Specialist	571-233-0495	Amber.rogers@loudoun.gov
Amy Weller	After-School Program Specialist	571-233-0698	Amy.Weller@loudoun.gov
Beth Stephens	After-School Program Specialist	571-528-1647	Beth.stephens@loudoun.gov
Brittany Shaw	After-School Program Specialist	571-233-1862	Britanny.shaw@loudoun.gov
Evan Floyd Pickett	After-School Program Specialist	571-233-0271	Evan.FloydPickett@loudoun.gov
Michelle Birkenstock	After-School Program Specialist	571-233-0487	Michelle.birkenstock@loudoun.gov
Nicole Taylor	After-School Program Specialist	571-233-1172	Nicole.Taylor@loudoun.gov
Noemi Scharbaym	After-School Program Specialist	571-919-1289	Noemi.Scharbaym@loudoun.gov
Riley Hart	After-School Program Specialist	571-233-1552	Riley.Hart@loudoun.gov
Cassandra VanGilder	After-School Program Specialist	703-936-1229	Cassandra.VanGilder@loudoun.gov
Stephanie O'Donnell	After-School Program Specialist	571-442-3202	stephanie.odonnell@loudoun.gov
Jack Bird	After-School Rover Supervisor	571-233-0628	Johnjack.bird@loudoun.gov
VACANT	After-School Rover Supervisor	703-936-1229	TBD
Amsa Ramesh	After-School Rover	571-233-0109	Amsa.Ramesh@loudoun.gov
Colin Rodgers	After-School Rover	571-233-0438	Colin.rodgers@loudoun.gov
Andrick Figueroa	After-School Rover	571-246-3919	Andrick.figueroa@loudoun.gov
Vacant	After-School Rover	571-246-3919	TBD
Tiffany Miller	Afterschool Program Assistant	571-749-7328	Tiffany.Miller@loudoun.gov

PRCS Childcare Site Information

CASA	Landline	Mobile	Address
Algonkian	703-430-0831	571-233-1172	20196 Carter Court, Sterling
Arcola	703-327-0488	571-233-2631	41740 Tall Cedars Parkway, Aldie
Ashburn	703-729-6316	571-233-1780	44062 Fincastle Drive, Ashburn
Balls Bluff	703-779-9742	571-233-1718	821 Battlefield Parkway, NE, Leesburg
Belmont Station	703-726-0133	571-259-9680	20235 Nightwatch Street, Ashburn
Buffalo Trail	703-327-3870	571-233-0136	42190 Seven Hills Drive, Aldie
Cardinal Ridge	703-957-4121	571-209-0719	26155 Bullrun Postoffice Rd., Centreville
Catoctin	703-779-9341	571-233-1183	311 Catoctin Circle SW, Leesburg
Cedar Lane	703-724-3573	571-233-1924	43700 Tolamac Drive, Ashburn
Cool Spring	703-779-0208	571-233-3833	501 Tavistock Drive, Leesburg
Countryside	703-433-5727	571-233-1993	20624 Countryside Boulevard, Sterling
Creighton's Corner	703-327-7370	571-577-5129	23171 Minerva Drive, Ashburn
Discovery	N/A	571-209-8108	44020 Grace Bridge Drive, Ashburn
Dominion Trail	703-729-1098	571-233-1668	44045 Bruceton Mills Circle, Ashburn
Elaine C. Thompson	N/A	571-439-6109	24200 Pissarro Dr., Sterling
Evergreen Mills	703-779-0251	571-259-9535	491 Evergreen Mill Rd. SE, Leesburg
Forest Grove	703-464-8540	571-233-0786	46245 Forest Ridge Drive, Sterling
Frances Hazel Reid	571-258-0912	571-238-2644	800 North King Street, Leesburg
Frederick Douglass	571-258-1663	571-233-1922	510 Principal Drummond Way, Leesburg
Goshen Post	703-327-6965	571-233-1575	24945 Lobo Drive, Aldie
Henrietta Lacks	N/A	571-258-9959	41125 Collaboration Drive, Aldie
Hillside	703-724-0356	571-233-1165	43000 Ellzey Drive, Ashburn
Horizon	703-421-9443	571-233-2032	46665 Broadmore Drive, Sterling
Hovatter	N/A	571-233-2620	41135 Collaboration Drive, Aldie
Hutchison Farm	703-327-0673	571-233-1976	42819 Center Street, South Riding
Kenneth Culbert	540-338-3509	571-233-0604	38180 W. Colonial Highway, Hamilton
Leesburg	703-779-7549	571-238-2590	323 Plaza Street NE, Leesburg
Legacy	703-327-3859	571-238-3053	22995 Minerva Drive, Ashburn
Liberty	703-327-7476	571-233-0362	25491 Riding Center Drive, South Riding
Little River	703-327-0839	571-233-2171	43464 Hyland Hills Street, South Riding
Loudoun Valley CC	540-338-4122	571-233-0599	320 W School St, Purcellville
Lovettsville	540-822-5284	571-233-3113	57 E. Broad Way Street, Lovettsville
Lowes Island	703-444-1645	571-233-1206	20755 Whitewater Drive, Sterling
Madison's Trust	703-327-2723	571-577-5130	4230 Creighton Road, Ashburn
Meadowland	703-444-6882	571-238-2761	729 S. Sugarland Run Drive, Sterling
Mill Run	703-723-8025	571-238-2599	42940 Ridgeway Dr., Broadlands
Moorefield Station	703-858-9580	571-209-8013	22325 Mooreview Parkway, Ashburn
Mountain View	540-338-2005	571-238-2472	36803 Allder School Road, Purcellville
Newton-Lee	703-724-3887	571-259-9780	43335 Gloucester Parkway, Ashburn
Pinebrook	703-327-0023	571-437-0974	25480 Mindful Court, Aldie
Potowmack	703-421-8126	571-440-1278	46465 Esterbrook Circle, Sterling
Rosa Lee Carter	703-661-0925	571-233-2349	43330 Loudoun Reserve Dr, Ashburn
Round Hill	540-338-6357	571-238-2522	17115 Evening Star Drive, Round Hill

Seldens Landing	703-723-5430	571-420-3896	43345 Coton Commons Drive, Leesburg
Steuart Weller	703-724-9766	571-233-0580	20700 Marblehead Drive, Ashburn
Sycolin Creek	703-669-1027	571-233-1974	21100 Evergreen Mill Road, Leesburg
Tolbert	703-779-7510	571-233-1519	691 Potomac Station Drive, NE Leesburg
Waterford	540-882-9772	571-238-2981	15513 Loyalty Road Waterford
Waxpool	703-723-9641	571-439-6162	42560 Angus Drive Ashburn
YAS	Landline	Mobile	Address
Belmont Ridge	703-724-7863	571-233-1327	19045 Upper Belmont Place, Leesburg
Blue Ridge	540-338-3622	571-233-1344	551 East A Street, Purcellville
Eagle Ridge	703-723-5321	571-233-2144	42901 Waxpool Rd, Ashburn
Farmwell Station	703-724-1019	571-233-2336	44281 Gloucester Parkway, Ashburn
Harper Park	703-779-9771	571-233-2496	701 Potomac Station Drive, NE, Leesburg
Mercer	703-542-7781	571-233-2614	42149 Greenstone Drive, Aldie
River Bend	571-434-2565	571-233-2770	46240 Algonkian Parkway, Sterling
Seneca Ridge	703-421-2980	571-233-3086	98 Seneca Ridge Drive, Sterling
Smart's Mill	703-771-0429	571-233-3176	850 North King Street, Leesburg
Stone Hill	703-858-9270	703-936-1224	23415 Evergreen Ridge Drive, Ashburn
Trailside	703-724-0150	571-479-8917	20325 Claiborne Parkway, Ashburn
CASA Academy	Landline	Mobile	Address
Bluemont Community Center	540-554-8643	N/A	33846 Snickersville Pike
Claude Moore Rec Center	571-258-3600	N/A	46105 Loudoun Park Lane, Sterling
Dulles South Rec Center	571-258-3456	N/A	24950 Riding Center Drive, South Riding
Lucketts Community Center	703-771-5281	N/A	42361 Lucketts Road, Leesburg
Philomont Community Center	540-338-5882	N/A	36592 Jeb Stuart Rd, Philomont

CLUSTER Assignments (8/1/24)

AMY WELLER (Ray)		AMBER ROGERS (Mekel)	
Stoneridge Cluster	344	Brambleton Cluster	254
Goshen Post	72	Creighton's Corner	61
Hovatter	72	Moorefield	72
Mercer YAS	35	Rosa Lee Carter	48
Pinebrook	57	Stone Hill YAS	19
Liberty	36	Sycolin Creek	54
Henrietta Lacks	72		
		RILEY HART (Mekel)	
MICHELLE BIRKENSTOCK	(Ray)	Waxpool Cluster	264
Broad Run Cluster	286	Farmwell YAS	12
Arcola	53	Legacy	72
Balls Bluff	36	Lowes Island	54
Eagle Ridge YAS	21	Madison's Trust	72
Frances H Reid	36	Waxpool	54
Mill Run	72		
Newton-Lee	53	NICOLE TAYLOR (Susan)	
Trailside YAS	15	Sterling Cluster	274
		Algonkian	54
BETH STEPHENS (Meke	1)	Belmont Ridge YAS	4
South Riding Cluster	256	Countryside	72
Baffalo Teali	72	Elaine Thompson	72
Cardinal Ridge	51	Meadowland	36
Butchison Facts	36	Potowmack	36
Little River	72		
Senson Ridge VAS	25	CAS VANGILDER (Susan)	
		Leesburg Cluster	259
STEPHANIE O'DONNELL (M	•	Catoctin	72
ClaiborneCluster	274	Evergreen Mill	48
Ashburn	35	Frederick Douglass	36
Discovery	51	Harper Park YAS	14
Dominion Trail	49	Leesburg	36
Forest Grove	31	Tolbert	53
Hillside	54		
Sanders Corner	54	EVAN FLOYD PICKETT (Susar	•
		Belmont Cluster	315
NOEMI SCHARBAY (Ray)		Belmont Station	54
Western Cluster	267	Cedar Lane	54
Blue Ridge YAS	17	Cool Spring	36
Kenneth Culbert	52	Horizon	54
Lovettsville	54	Riverbend YAS	28
LVCC	26	Seldens Landing	53
Mountain View	54	Steuart Weller	36
Round Hill	36		

28

Waterford

Medication Intake Checklist



Child's name	PRCS location
Medication	Medication expiration date
Short Term medication form	O Long Term medication form
O Food Allergy Action Plan (FAAP)- Requ	
 No Medication Provided- If a diagnosed 	-
	on. Keep with the medication authorization
Staff	
initials Checklist for Medication Authorization	
Name of child on medication authorizati	on form is clearly legible.
Name of the medication on authorization	n form matches name of the medication provided.
Dosage and times to be administered have	ve been included on the medication form.
The route to administer medication has	been included.
Condition for which medication is being	administered has been completed.
If dosage or time medication is to be give	en is based on symptoms, symptoms have been listed.
If there are any special instructions or sic	le effects, they have been listed.
The authorization form has been signed	and dated by parent/guardian.
Dates that medication is to be authorized	l for has been included on the form.
Short term form authorization-	effective for no more than 10 business days.
Long term form authorization-	effective for no more than 1 year.
Long term authorization form includes p	ohysician's name, signature (or stamp) and date.
0.00	
Staff	
initials Checklist for Medication	
Medication is in original container/box.	
Medication labeled with child's name.	
Directions and expiration date on medic	ation are clearly legible.
Staff	
initials Checklist for Food Allergy Action Pl	lan (LCPS Plan is acceptable)
Child's name, dob and allergy is clearly le	
	allergy (mild, severe, special situation) is marked.
	f child is exposed to listed allergy included.
The parent's name has been clearly writte	
The form has been signed and dated by	
Form is signed (or stamped) and dated by	
Form is signed (or stamped) and dated of	by the physician.
Staff	
initials Checklist for No Medication Provide	ed
PRCS Program and location included.	
Child's name (first and last) are included	
Medication which will not be provided.	
	gy, need for medication not being provided.
	per, signature and date) are included and clearly legible.
Action to take in case of emergency has	
If this is for a Food Allergy, the FAAP fo	
n the is in a root ringly, the rivin it	zin ma occi may summucu.
St. 0° -1	Dec
Staff signature	Date

Children's Medication/Allergy Information

EXAMPLE	Allergy, intolerance	Cause of intolerance/	Symptom(s)	Action	Med(s)	Med(s)	Form
Child and Parent Info	and/or medication	allergy/medication need	to look for	to take	Name	Exp Date	Exp Date
Child- Minnie Mouse	Food Allergy w/medication	walnuts, eggs	hives, trouble breathing	Benedryl then epi-pen	Benedryl	4/25/24	6/12/24
	Food Allergy w/medication	walnuts, eggs	hives, trouble breathing	Benedryl then epi-pen	Epi-pen	12/24/23	4/1/24
Parent- Mickie Mouse	Intolerance	milk	upset tummy	Call parent	NONE	NONE	NONE
Parent # (555)555-5555	Medication need	asthma	shortness of breath	2 puffs of Albuterol	Albuterol	5/1/24	8/1/25
If an emergency occ	If an emergency occurs and/or an epi-pen is administered, staff MUST call 911, call the duty phone and call the parents. Please review all emergency policies	inistered, staff MUST call 9	11, call the duty phone a	nd call the parents. Plea	se review all e	mergency po	licies
	Allergy, intolerance	Cause of intolerance/	Symptom(s)	Action	Med(s)	Med(s)	Form
Child and Parent Into	or medication need	allergy/medication need	to look for	to take	Name	expiration	Exp Date
Child							
Parent			:				
Parent #							
وكورا بمومور المانيل	Allergy, intolerance	Cause of intolerance/	Symptom(s)	Action	Med(s)	Med(s)	Form
Child		ancisy/medication need	2 400	C) rave		Typii ation	ראף כמור
Parent							
Parent #							
Child and Parent Info	Allergy, intolerance or medication need	Cause of intolerance/ allergy/medication need	Symptom(s) to look for	Action to take	Med(s) Name	Med(s) Expiration	Form Exp Date
Child							
Parent Parent #							
Child and Parent Info	Allergy, intolerance or medication need	Cause of intolerance/ allergy/medication need	Symptom(s) to look for	Action to take	Med(s) Name	Med(s) Expiration	Form Exp Date
Child							
Parent							
Parent #							

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Allergy, intolerance Cause of intolerance/ Symptom(s) and Parent Info or medication need allergy/medication need to look for Allergy, intolerance Cause of intolerance/ Symptom(s) and Parent Info or medication need allergy/medication need to look for ###################################	Child							
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Allergy, intolerance Cause of intolerance/ Symptom(s) or medication need allergy/medication need to look for t t	Parent Parent #							
Child Parent Parent Parent # Parent Parent	Child and Parent Info	Allergy, intolerance or medication need	Cause of intolerance/ allergy/medication need	Symptom(s) to look for	Action to take	Med(s) Name	Med(s) Expiration	Form Exp Date
Parent Parent #	Child							
	Parent Parent #							

Loudoun County Parks, Recreation, and Community Services

Long Term Medication Authorization Form For Prescription and Non-prescription Medications **INSTRUCTIONS:** Complete a separate form for each medication



- Section A must be completed by the parent/guardian for ALL medication authorizations.
- Section A and Section B must be completed for any other long-term medication authorizations (those lasting longer than 10 working days).
- PRCS Food Allergy Action Plan- must be completed by a physician if your child has a diagnosed food allergy. This plan must include steps to be taken in the event of a suspected or confirmed allergic reaction.

	lian. Each medication per child requires a s	eparate authorization form			
Medication	Medication Name				
Authorization for	(as it reads on the				
(Child's Name)	label):	<u> </u>			
Dosage and times	Route to				
to be administered	administer (orally,				
(per instructions	intramuscular,				
on medication):	inhaler, etc)				
Condition for which medication is being administered:					
If dosage and times to be administered dep	end on symptoms, please list specific signs a	and symptoms here:			
Special instruction or side effects (if any):					
This original authorization is effective from:					
I hereby authorize the Loudoun County Department of Parks, Recreation and Community Services personnel to give the medication as directed by this authorization. I, on behalf of myself, my executors, administrators, heirs, next of kin, and successors, herby					
covenant to hold harmless and indemnify the County and all of its officers, departments, agencies, agents and employees from any					
and all claims, losses, damages, injuries, fines, penalties and costs (including court costs and attorney's fees), charges, liabilities, or					
exposures, however caused, resulting from, arising out of, or in any way connected to assisting this participant with the use of					
	is HOLD HARMLESS AGREEMENT and by my	signature for each medication permission I			
agree to its terms.					
	1				
Parent Signature:	Date:				
B. To be completed by child's physician. Each medication per child requires a separate authorization form					
	e medication listed above to be administere				
	for a duration that exceeds 10 work days	6			
PLEASE SELECT WHICH BOX APPLIES:					
☐The above listed child has no known aller	gies and no Food Allergy Action Plan is neede	ed at this time.			
☐The above listed child has a known or sus	pected food allergy. An attached Food Allerg	y Action Plan has been discussed and			
reviewed with the parent/guardian.	0,				
,, 8					
Physician Name:	Physician Signature:	Date:			
,	,				



Loudoun County Parks, Recreation and Community Services

Short-Term Medication Authorization Form: Up to 10 business days

*this form may only be used twice in one program year per medication

Child's Name	child's Name PRCS Program/Location			
Staff Name (Receiving I	Medication)	D	ate of Receipt	
Instructions for Parents	(Initial on each line that you acknowledge	e the step by step instructio	ns):	
A separate form m	ust be completed for each medication giver	n.		
This form can only	be renewed once per program after the ini-	tial 10 business day period h	as expired. If renewed, authorization dates and	
parent signature must b	pe updated.			
including emergency me		. The long-term medication	at shall be kept on-site longer than 10 business days, authorization requiring physician's authorization m.	
The PRCS Food Alle	ergy Action Plan (attached) MUST be comple	eted in addition to this form	if the child has a diagnosed food allergy.	
The medication mu	ust be in original packaging complete with d	lirection label or prescription	a label.	
The medication an	d packaging must be labeled with the child'	s name (ie-label the bottle a	nd the box).	
	must list the child's name, the name of the ation label, and time/s to be given.	medication on the box exact	tly as it reads, dosage amount that must match the	
Please do not instruct staff to administer "as-needed". Clearly list what symptoms and signs to look for that require administration of the medication.				
To be completed by parent/guardian. Each medication per child requires a separate authorization form				
Medication Authorization for (Child's Name)		Medication Name (as it reads on the label):		
Dosage and times to be administered (per instructions on medication):		Route to administer (orally, intramuscular, inhaler, etc)		
Condition for which medication is being administered (if diagnosed allergies, please fill out page 2 "PRCS Food Allergy Action Plan):				
If dosage and times to be administered depend on symptoms, please list specific signs and symptoms here:				
Special instruction or side effects (if any):				
This original authorization is effective from:				
I hereby authorize the Loudoun County Department of Parks, Recreation and Community Services personnel to give the medication as directed by this authorization. I, on behalf of myself, my executors, administrators, heirs, next of kin, and successors, herby covenant to hold harmless and indemnify the County and all of its officers, departments, agencies, agents and employees from any and all claims, losses, damages, injuries, fines, penalties and costs (including court costs and attorney's fees), charges, liabilities, or exposures, however caused, resulting from, arising out of, or in any way connected to assisting this participant with the use of medication. I have read and understand this HOLD HARMLESS AGREEMENT and by my signature for each medication permission I agree to its terms.				
Parent Signature:	:	Date:		
	te time short-term authorization renewal per re dates of authorization must be updated):	Date:	New effective dates of authorization:	
			// until//	



Food Allergy Action Plan

Child'	s Name	Child's DOB:
Child	is Allergic to:	
	k only one box for type of reaction (mild, so select or write in symptoms that apply:	evere or special situation) if exposed to allergen,
0	MILD REACTION (check symptoms that apply) itchy nose sneezing itchy mouth Other/s not listed:	a few hives amild stomach discomfort/nausea
	Actions for PRCS staff to take if child is exhibiting s	ymptoms of a mild reaction to listed allergy:
0	SEVERE ALLERGIC REACTION (check symptoms that	- 11 11
	□shortness of breath	□wheezing
	□skin color is pale or has bluish color	□weak pulse
	□fainting or dizziness	□tight or hoarse throat
	□agitation	□feeling of "doom"
	□trouble breathing or swallowing	□vomiting/diarrhea
	many hives or redness over body	□coughing
	□confusion, altered consciousness	☐swelling lips or tongue that bother breathing
	Other/s not listed:	
0	SPECIAL SITUATION- Child has EXTREME severe alle if exposed to allergen, even if symptoms are mild.	ergy to food(s) and requires an epinephrine immediately
		to take if your child is exposed to listed allergy:
	Administer antihistamine as prescribed on PRCS me	
	worsen, inject epinephrine as prescribed on PRCS r	edication authorization form, call parents. Monitor child. If symptoms nedication authorization form, call 911, call parents
	Inject epinephrine immediately, noting time given,	
	Inject epinephrine immediately, noting time given,	call 911, give antihistamine if prescribed, call parents
	Other:	
Anapl Service		, have reviewed and discussed the above Food Allergy and n, and authorize Loudoun County Parks, Recreation and Community mergency Care Plan as documented on this form should my child be
Paren	t/Guardian Signature:	Date:
Physic	cian Signature:	Date:



No Medication will be provided

This form is <u>not</u> to replace the Food Allergy Action Plan for diagnosed food allergies. It can be used in addition to that form should the parent decide not to comply with the plan.

PRCS Program/Location/Classroom	Child's Name
Medication which will not be provided	
medication which will not be provided	
Signs and Symptoms of exposure to allergy/allergens (r	need for medication)
Any additional information PRCS staff should be aware	of
Parent/Guardian Name	Parent/Guardian Phone:
1. (Danach / Consultan)	
	, will not be providing the medication allergy/allergies listed on my child's registration form. Should
my child be exposed to the above listed a	llergy/allergies, the action plan for PRCS staff to follow is:
Check all that apply:	
Call parent immediately, p	arent will instruct with next steps.
Call 911 immediately, then	call parent.
Other:	
-	
	PRCS staff immediately if any information provided in this plans plan is effective until the end of the program year.
Parent Signature	Date
Staff Signature	Date

Loudoun County Parks, Recreation, and Community Services Log of Medication Administration



- Use this form to document all medication administered in the child day program.
 - This form must be kept with the child's medication consent form.
- Any medication errors (such as incorrect dose given) must be documented on the back of this form and on the MAT Medication Error Reporting Form.
- If the child refuses or vomits up a dose, this is not a medication error, but the missed dose should be documented on the back of this form and the parent should be notified.

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ON (
MEDICATION	
MEDICAT	
ME_	
'S NA	
CHILD'S NAME	
()	ĺ

						_							٦.
Controlled Substances ONLY	Total Doses Given and Remaining											76,	
VEEDED'	Parents notified? and Time	Yes a Noa	Yesa Noa	Yes a Noa	Yes 🗆 No	Yes a Noa	Yes a Noa	Yes 🗆 No	Yes a Noa	Yes D Noo	Yes 🗆 No	Yes a Noa	
COMPLETE FOR 'AS NEEDED' MEDICATION ONLY	The symptoms the child had that indicated that the medication was needed												
HEN SIDE	Parents notified? and Time	Yes 🗆 No	Yes 🗆 No	Yes 🗆 No	Yes a Noa	Yes 🗆 No	Yes o Noo	Yes a Noa	Yes 🗆 No	Yes 🗆 No	Yes 🗆 No	Yes o Noo	
COMPLETE WHEN SIDE EFFECTS ARE NOTED	Any Noted Side Effects												
GIVEN	Administered by (full signature and print name)												
TT DOSES	Time (AM or PM)	AMO_PMO	AMO PMO	AMO PMO	AM0 PM0	AM0 PM0	AMD PMO	AMO PMO	AMO PMO	AM0 PM0	AMD PMO	AMO PMO	
COMPLETE FOR ALL DOSES GIVEN	Route												
COMI	Dose												
	Date Given M/Date/Year												

Version 11/20/20

This is a double-sided form

PRCS Emergency Drills Log



School year_ Program

		Solutions													
		Problems													
	Time to complete	drill													
Ils	Time to Weather complete	Conditions													
Evacuation drills	Number Number of	Adults													
Ev	Number of	Students										:			
	Method of notification	for drill													
		Time													
		Date							:						
	Staff Conducting	Drill													
		•	August	September	October	November	December	January	February	March	April	May	June	July	

					Shelt	Shelter-In-Place Drills	Drills			
	Staff			Method of	Number Number	Number		Time to		
	Conducting			notification	of	fo	Weather complete	complete		
- 1	Drill	Date	Time	for drill	Students	Adults	Conditions	drill	Problems	Solutions
Fall										
Spring										

-					07	ockdown Drills	Ils	A CONTRACTOR OF THE PERSON NAMED IN		
	Staff			Method of	Number	Number		Time to		
	Conducting			notification	of	of	Weather complete	complete		
	Drill	Date	Time	for drill	Students	Adults	Conditions	drill	Problems	Solutions
Fall										
Spring										



PRCS Child Care Programs 2024-25 Injury Prevention Plan

- 1. All staff shall follow Virginia Department of Education, Office of Child Care Health and Safety Standards for Licensed Child Day Centers.
- 2. Each program shall establish safety rules that pertain to their program, layout, and special circumstances
- 3. Each program shall establish a playground safety plan, posted in plain sight, that includes provisions for active supervision to include positioning of staff in strategic locations, scanning play activities and circulating among children, and method to maintain resilient surfacing if located at a PRCS owned facility.
- 4. Staff will review CDC Preventing Abusive Head Trauma resource in Collabornation.

Injury prevention reminders based on 2023-24 Accident/Incident reports

- Review the Site Safety Rules with children.
- Remind children to be aware of their surroundings when engaged in active play.
- Remind children to keep their hands to themselves and use respectful language with other children and staff.
- Remind children that they must remain seated while consuming food or drink.

When there are trends in sustained injuries or areas that are no longer usable or deemed unsafe for children, additional procedures must be added in the space below. This plan shall be reviewed and updated annually.

Program	Date of annual review
Staff Name	Signature





Emergency Preparedness Action Plan

Loudoun County Department of Parks, Recreation and Community Services

Program Site			
Program Address			
Program Capacity	<mark>y</mark>		
Date of		Effective	

Date of		Effective	
Review	Reason for review*	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	Assistant Director- Community Services	Work 703-771-5605 Cell 571-233-1065
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	Only when safe- Call 911	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
City FD/PD Directed	Sound Air Horn	Follow instructions from security

Secondary Notification- When it is safe, utilize the <u>PRCS Critical Communications Protocol</u> 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.

<u>Shelter-in-Place</u> 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.

<u>Lockdown</u> 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.

<u>Secure the Building</u> 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 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 1	<mark>litle:</mark>		
Phone I	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 and 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)

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 reenter 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.

<u>UTILITY DISRUPTION</u> (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 in 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.
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.
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 toby 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.

Attachment C

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
		o 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
		O Phone numbers and e-mails for PRCS emergency contacts and/or immediate
		Supervisor
	Flashli	ghts with extra batteries
		o Long-life, emergency flashlights
		-operated radio and extra batteries
		o AM/FM, weatherband.
		can-opener
	First A	
		Add gloves and Kleenex
	•	d and pens/pencils
	Scisson	
		anitizer and cleansing agent/disinfectant
	Whistle	
	_	able Cups
	Wet W	
	Medica	tion
		Supplies to be kept on Site
	□ Ch	arged cell phone
	On	e gallon of water for every four children and staff
	Dis	posable cups
	□ No	n-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
	□ Cri	tical medication such as insulin, epi-pens, etc. for children and staff
**	*****	************************
Lo	cation o	f Emergency Kits:
Lo	cations	of Additional Emergency Supplies:
	cations	71 Additional Emergency Supplies.
Lo	cation o	f 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.

ВОМ	B THREAT REPOR	RT	I. DATE	2. TIME	3. TIME CALL ENDED
	INSTRUC THREAT, REMAIN CALM, L D PERSON. COMPLETE AS N		DO NOT INTERRUPT	THE CALLER. BY DIS	
4. ASK THESE QUESTIONS	S TO PROLONG THE CALL				
a. When is the bomb going to	explode?		d. What does the bo	omb look like?	
b. What kind of bomb is it?			e. Why did you place	ce the bomb?	
c. Where is the bomb right no	w?		f.	Where are you calling fro	m?
5. TRY TO DETERMINE TH	HE FOLLOWING (CHECK AP	PROPRIATE DESCRIPTION	ON)	Par Pros	
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 Raspy	Soft Pleasant _	Hi	gh Pitchedtoxicated	Deep
e. Speech Pattern	Fast Distinct	Slow Slurred	Nasal Stutter		
f. Manner	Calm	Angry	Rational	lrrational	Laughing
	Coherent	Incoherent	Deliberate	Emotional	Other
g. Background Noise	Bedlam Animals Voices	TrainsAirplanes Music	Party	es Traffic Office Harbor/Oc	
6. Was the voice familiar?	Yes		No	If yes, Whose?	
7. Exact words of caller?					
8. Did the caller use familiar	terms?		YesNo	If yes.	describe
	ER CALL NOTIFY YO LSE, UNLESS INSTRU		AND CENTRAL S	ECURITY.	
9. Person receiving call				10. Receiving te	lephone

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. glance who is in charge if someone above is unable to respond.	Be able to show at a
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.

Attachment I

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.
 - o Families of children with special needs will be called first.
 - O 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	g to inform you that we had	d 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 locatio	n 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:

- o First Aid Kit
- o Snacks for children in care
- o Flashlight
- o Battery operated (or weather band) radio
- o Extra batteries
- o Multipurpose tool
- o Sanitation and personal hygiene items
- o Copies of children's emergency information
- o Emergency blanket
- o 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



Loudoun County Parks, Recreation and Community Services



Title: Playground Safety

Number: Safety-10

Effective Date: December 1, 2002

Date Last Reviewed/Revised: January 2, 2023

Date of Next Review: January 2025

Purpose: To establish the department's procedures and guidelines for playground safety.

Policy Development: PRCS developed this policy with the input, engagement, and support of key staff and/or stakeholders.

Policy: To ensure playground safety, PRCS staff certified through the Playground Safety Institute follow established procedures and guidelines for inspections and maintenance of playground equipment and playground areas at regular intervals.

- 1. Certified staff in the Maintenance Division will inspect public playgrounds located in parks and Community Centers a minimum of once a year using the Playground Inspection Checklist form.
- 2. Facility staff will inspect their playground areas and equipment daily using the Daily Site Safety Check form.
- 3. Any equipment or playground area that does not meet certification and/or licensing standards will be designated as off limits. This status shall be posted and remain posted until the repairs have been made or damages are rectified.
- 4. The Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM) set standards for playground safety and inspection. PRCS has established the following additional standards for its playgrounds:
 - The facility will use a clean, safe outdoor activity area that is adjacent to the facility providing a minimum of 75 square feet of outdoor space per child.
 - ➤ Where natural shade is not available at licensed preschool playground locations the facility shall make provisions for creating a shaded area.
 - > Ground supports for slides, swing sets and climbing equipment shall be covered with material that would protect children from injury.
 - > The climbing portion of slides and climbing equipment shall not be more than seven feet high.

Responsible Department:

Parks, Recreation and Community Services

FOLLOW UP AND REVIEW

This policy shall be reviewed biennially, or more frequently as needed, by a rotating team of employees from across the department. Recommended changes are submitted to the Department Head or designee for approval.

This policy remains in effect until revised or rescinded.

CROSS REFERENCES

Consumer Product Safety Commission (CPSC)

American Society for Testing and Materials (ASTM)

RELATED FORMS

Playground Inspection Checklist

Facility Daily Safety Check and Assessment



Additional Activities Acknowledgement Form

Child's name							
Additional Activity							
Starting date of activity		Month			Day		
Ending date of activit	У	Month			Day		
Time of Activity							
Days of activity	M	Tu	Wed	Th	Fr		
(please che	ck all days c	hild will	be attend	ling activ	ity)		
Additional information)n						
Parent Name						Date	
Parent Signature							



2024-25 SCHOOL CALENDAR for Students

August 22 FIRST DAY OF SCHOOL FOR STUDENTS

August 30 Student Holiday

September 2 Holiday (Labor Day)

October 3 Holiday (Rosh Hashanah)

October 4 Student Holiday (Professional Development Day)

October 14 Holiday (Indigenous Peoples' Day)
October 29 End of the First Grading Period

October 30-31 Student Holiday (Planning/Records/Conference Day)

November 1 Holiday (Diwali)

November 4 Student Holiday (Professional Development Day)
November 5 Student Holiday (County-Wide Staff Development)

November 27-29 Thanksgiving Break

December 23-January 3 WINTER BREAK (Classes Resume January 6, 2025)

December 24-25 Holiday (Christmas)

January 1 Holiday (New Year's Day)

January 20 Holiday (Martin Luther King Jr. Day)
January 24 End of the Second Grading Period

January 27 Student Holiday (Planning/Records/Conference Day)
January 28 Student Holiday (Professional Development Day)

January 29 Holiday (Lunar New Year) February 17 Holiday (Presidents' Day)

March 31 Holiday (Eid al Fitr)

April 3 End of the Third Grading Period

April 4 Student Holiday (Planning/Records/Conference Day)
April 7 Student Holiday (County-Wide Staff Development)

April 14-18 SPRING BREAK

May 26 Holiday (Memorial Day)

June 13 Last Day of School for Students/End of the Fourth Grading Period

9 Week Grading Period Ending Dates

October 29, 2024 January 24, 2025 April 3, 2025 June 13, 2025

Revised June 11, 2024