

The Neighborhood Learning Center

EMERGENCY PLAN

Provider's name: The Neighborhood Learning Center

Child's name: _____

Provider's address: 711 W Main St. Purcellville, VA

Provider's Phone number: 540-338-3956 _____

Evacuation Plans

If there is an emergency that requires an evacuation of this facility, one of the following plans will be used:

- If the emergency requires that the children and we evacuate from the facility, the children will be taken to Auctions on Main located at 701 West Main Street, Purcellville, VA 20132
- If a medical examination or treatment is needed, we will take the children to Nova Urgent Care 51 Catoctin Cir NE, Leesburg, VA 20176 (703) 777-9701 unless emergency personnel designate another location.
- If an emergency requires a larger area evacuation, we will take the children to a mass shelter designated by emergency personnel.
- If it is too far to walk, we will transport the children by school bus.

Emergency Preparedness Plan

- If there is an emergency where "Shelter-in-Place" is required, all the children and staff will go to Music Room in the church and remain there until rescued or notified that conditions are safe. We will sound the emergency alarm by bullhorn.
- "Shelter-in-place" supplies are kept Director's closet. We will check supplies every month and document on a Shelter-in-Place Drill form.
- Mobile emergency kit supplies are kept in each classroom. We will check supplies and practice monthly drills and record on a Fire/Emergency Drill form. We will maintain supplies that are appropriate for the ages of children in my care.
- In any emergency, we will contact Family/Emergency contacts to make plans to reunite the parent and child.
- A teacher will stay with the children at all times during the emergency. I will check and record time and attendance before evacuation and whenever children are moved. We will bring any necessary medications, supplies, and essential emergency records/documents for the children.
- We will train all adults who help care for the children about the emergency plans and procedures.
- We will post emergency evacuation and shelter-in-place routes and procedures in all room and by main exits.
- We will review my emergency response plan every six months.

Communication/Notification Plan

- We will talk to parents about the emergency plans or any changes in the emergency plan.
- We will update emergency contact information every six months with parents/guardian.
- We will notify parents by calling work, home, and/or cell phones, BlackBerries, pagers, e-mail or fax numbers, as applicable.
- The plan will include current phone numbers and names of individuals at the parent's work site who can locate the parents if they are not at their work phones.

- If parents can not be reached, we will contact the friends, relatives and neighbors who are authorized to pick up a child in an emergency.
- We will try to identify an out of town contact person that can be reached by phone or e-mail: _____ (name), _____ (phone), _____ (e-mail address).
- In the event that we receive different instructions from emergency personnel, we will make every attempt to contact parents/guardians/emergency contacts with the alternate plans.

Provider's Signature Parent's Signature Date

Provider is responsible for keeping emergency response plan information current with parents or guardians.

Director's Signature: _____