



## HOPKINS HOUSE

*A Center for Students and their Families*

# HOPKINS HOUSE EMERGENCY PREPAREDNESS PROCEDURE

<p><b>HOPKINS HOUSE</b> <b>EMERGENCY INFORMATION TELEPHONE NUMBER:</b> <b>(571) 480-4097</b></p>
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When the federal government's Homeland Security Advisory System issues an orange or red alert it means there is a high or very high risk of terrorist attacks. In such instances, Hopkins House Preschool Academy will implement the emergency preparedness procedures below. This Procedure has three emergency response alerts for families:

- **Yellow Alert** — Students will be kept indoors and families kept informed during the emergency.
- **Orange Alert** — The Academy doors will be secured and only families will be permitted to enter the building to collect their students.
- **Red Alert** — The Academy doors will be locked and safety officials called. No persons, including family and staff, will be permitted to enter or exit the building. Hopkins House facilities will become "safe havens".

In all emergencies, to the extent possible, families will be immediately notified and kept informed using the following methods:

- \* *Email*, if families have an email address registered with the Academy;
- \* *Telephone*, if families have a daytime telephone number registered with the Academy; and,
- \* *Website*, if families are able to access the internet.

● **Yellow Alert**

**Students will be kept indoors and families kept informed during the emergency. This alert may be necessary in the event of an outdoor chemical spill or other similar emergency when it would be hazardous for the children or staff to exit the building.**

Based on news reports and/or public safety advisements, the Preschool Academy Principal shall declare a “Yellow Alert”. The Academy Principal is the designated official in charge during such an emergency.

- The Principal shall immediately close and lock all exterior doors.
- Teachers shall immediately draw curtains, and close and lock all exterior windows.
- Teachers shall immediately count all the students in their classroom aloud and ensure that all staff present agreed on the number of students counted.
- Teachers shall remain away from doors and windows and keep the students from doors and windows.
- Teachers shall calmly collect the students in the hallway (or other designated safety location) and attempt to keep them comfortable.
- Teachers shall immediately turn off all air-conditioning and other ventilation systems.
- The Principal shall carry a company issued cell-phone or private cell-phonned used for emergencies.
- The Principal shall have a portable, battery powered radio tuned to a local news station.
- The designated Teacher shall answer the preschool telephones and telephone parents.
- The Principal shall keep the building secured until instructed to do otherwise by local public safety officials.
- The Principal will notify the Hopkins House President, Vice President and/or Director of General Services.

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- The Hopkins House President, Vice President and/or Director of General Services shall email a “Yellow Alert” notice to all permits with email addresses registered with the organization, shall telephone parents with daytime telephone numbers registered with the organization, shall post the alert on the organization’s website, and shall post an outgoing notice on the organization’s emergency telephone information line.

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● **Orange Alert**

**The Academy doors will be secured and only families will be permitted to enter the building to collect their students. This alert may be necessary in the event of an outdoor intruder when it would be hazardous for the children or staff to allow unknown persons to gain entry to the building or similar emergency.**

Based on news reports and/or public safety advisements, the Preschool Academy Principal shall declare an “Orange Alert”. The Academy Principal is the designated official in charge during such an emergency.

- If they wish, parents or registered guardian may pick up their children from the Academy. Access the Academy will be restricted to parents, registered guardians, and uniformed safety officials.
- The Principal shall immediately close and lock all exterior doors.
- Teachers shall immediately draw curtains, and close and lock all exterior windows.
- Teachers shall immediately count all the students in their classroom aloud and ensure that all staff present agreed on the number of students counted.
- Teachers shall remain away from doors and windows and keep the students from doors and windows.
- Teachers shall calmly collect the students in the hallway (or other designated safety location) and attempt to keep them comfortable.
- Teachers shall immediately turn off all air-conditioning and other ventilation systems.
- The Principal shall carry a company issued cell-phone or private cell-phonod used for emergencies.
- The Principal shall have a portable, battery powered radio tuned to a local news station.
- The designated Teacher shall answer the preschool telephones and to call parents.
- The Principal shall keep the building secured until instructed to do otherwise by local public safety officials.
- The Principal will notify the Hopkins House President, Vice President and/or Director of General Services.

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- The Hopkins House President, Vice President and/or Director of General Services shall email a “Orange Alert” notice to all permits with email addresses registered with the organization, shall telephone parents with daytime telephone numbers registered with the organization, shall post the alert on the organization’s website, and shall post an outgoing notice on the organization’s emergency telephone information line.

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● **Red Alert**

**The Academy doors will be locked and safety officials called. Except uniformed safety officials, no persons, including family and staff, will be permitted to enter or exit the building. This alert may be necessary in the event of an indoor intruder or other similar emergency when the safety of the children or staff is endangered.**

Based on news reports and/or public safety advisements, the Preschool Academy Principal shall declare a “Red Alert”. The Academy Principal is the designated official in charge during such an emergency.

- Hopkins House facilities shall immediately become a “safe haven”, all students and staff shall be sequestered, and the building placed on “lock-down”. Except for uniformed safety officials, no individuals, including parents, shall be admitted into the secured building. No member of the staff may leave the secured building.
- The Principal shall immediately close and lock all exterior doors.
- Teachers shall immediately draw curtains, and close and lock all exterior windows.
- Teachers shall immediately close and lock all interior doors and, if safety permits, cover all exterior and interior windows with paper or sheets.
- Teachers shall immediately count all the students in their classroom aloud and ensure that all staff present agreed on the number of students counted.
- Teachers shall keep the students inside the classrooms (i.e., containment) or other designated safety location and attempt to keep them comfortable.
- Teachers shall keep the students away from interior and exterior doors and windows.
- Teachers and students will remain inside the classrooms until instructed to do otherwise by local public safety officials.
- The Principal shall carry a company issued cell-phone or private cell-phonod used for emergencies.
- The Principal shall have a portable, battery powered radio tuned to a local news station.
- The designated Teacher shall answer the preschool telephones and to call parents. Parents and visitors shall be discouraged from traveling to the preschool.

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- The Principal shall keep the building secured until instructed to do otherwise by local public safety officials.
- The Principal will notify the Hopkins House President, Vice President and/or Director of General Services.
- The Hopkins House President, Vice President and/or Director of General Services shall email a “Red Alert” notice to all permits with email addresses registered with the organization, shall telephone parents with daytime telephone numbers registered with the organization, shall post the alert on the organization’s website, and shall post an outgoing notice on the organization’s emergency telephone information line.

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## **EVACUATION OF THE HOPKINS HOUSE PRESCHOOL ACADEMY**

If the Principal determines that the emergency requires the evacuation of the Preschool Academy building, the Principal and Teachers will evacuate the building consistent with the usual evacuation procedure.

- Teachers shall immediately count all the students in their classroom aloud and ensure that all staff present agreed on the number of students counted.
- Under the direction of the Principal, Teachers shall immediately escort the students out of the building using the evacuation route posted on the wall by the door in the classroom, office, or other area.

### *Designated Emergency Center for Helen Day Preschool Academy*

**OSWALD DURANT MEMORIAL CENTER**  
**1605 Cameron Street**  
**703-519-3494**

### *Designated Emergency Center for James L. and Juliette McNeil Preschool Academy*

**FAIRFAX SOUTH COUNTY CENTER**  
**8350 Richmond Highway**  
**703-704-6000**

- The designated Teacher shall carry with her, the Emergency Bag, including all medications and medical administration forms.
- The Principal shall carry an Academy-issued cell phone or private cell phone used for emergencies.
- The Principal shall carry the list of Emergency Contact Information for students and staff.
- The Principal shall have a portable, battery powered radio tuned to a local news station.
- The Principal shall not return to the building until instructed to do so either by local public safety officials or the Hopkins House President, Vice President, or Director, General Services.

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## **PREPARATION**

- The Preschool Academy Principal shall, in advance, designate a Teacher to be in charge of implementing this procedure if the Principal is away from the Academy during an emergency.
- The Principal shall, in advance, maintain a supply of water and food in the Academy building, a portable battery-powered radio, flash lights for each classroom, fully stocked first aid kits, and a cell phone at all times during this period of heightened security.
- The Principal shall, in advance, collect together a small supply of food and water, a battery powered radio and batteries, first aid kit, flash light and batteries, and students' clothing. These supplies shall be stored in a suitcase with wheels are marked with large letters, "Emergency Bag."
- The Principal shall, in advance, designate a Teacher to be responsible for transporting the Emergency Bag, student medications, and medication administration forms during an emergency.
- The Principal shall, in advance, collect from the Director, General Services, updated emergency contact information for all the students at the preschool.
- The Principal shall, in advance, designate a Teacher to be responsible for contacting the parents of the preschool students using the updated emergency contact information provided by the Director, General Services.

## **EMERGENCY CONTACT INFORMATION**

The Director, General Services will frequently and regularly update all emergency contact information for Preschool Academy students and all Hopkins House staff. Duplicates of this emergency contact information will be maintained at each preschool and at the offsite office of the Chair of the Board of Trustees.

## **STAFF**

Under the direction of the President or, in his absence, the Vice President or Director, General Services, the Hopkins House administration shall man the central telephones, coordinate between facilities and centers, remain in contact with public safety officials, and contact the families of employees.

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During orange and red alerts, there shall be at least two central administrators on-site at all times.

### **COMPUTER RECORDS**

The Director, General Services or, in his/her absence, the President or Vice President shall collect a backup of computer records and take it with him or her to a site outside the building.

### **DRILLS AND TRAINING**

At least twice annually, the Director, General Services, shall train Preschool Principals in this procedure.

At least twice annually, the Preschool Principal shall train preschool staff in this procedure.

At least annually, the Preschool Principal shall review this procedure with all preschool families.

At least twice annually, the Director, General Services, shall cause ensure that 1 announced and 1 unannounced drill is conducted and shall record and report to the President any identified deficiencies in the implementation of this procedure. To the extent deficiencies are reported, the President shall require additional training and implementation of a new drill.

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