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These procedures will be reviewed and/or updated on an annual basis.

September 05

## 1.Response To Any Emergency

- Notify 911 (if necessary)
- Notify CPR/first aid certified persons in building of medical emergencies, if necessary.
- Seal off high-risk area.
- Evacuate building, if necessary. Assist disabled and persons with special needs.
- Take charge of area until relieved by appropriate officials or incident is contained.
- Make note of significant incidents and times.
- Notify designated emergency contact person of injured/affected person(s).
- Notify State Representative

## 2. Tornado

Tornado Watch has been issued in an area near building:

- Monitor Emergency Alert Stations on battery-operated radio or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review location of safe areas.
  - Tiny Tots: “Younger toddler” room
  - Blue Bird: corridor in the 907 N. Barton street building
  - Brentwood Academy: back corridor in lower floor
- Move employees and children to safe areas, away from windows and large rooms.
- Supervisors should account for children and employees.
- Ensure that all persons are under sturdy furniture and use arms to protect head.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.
- If building has been damaged, assess damage, administer first aid and order evacuation, if necessary.

### 3. Fire

- Pull fire alarm
- Call 911.
- Evacuate employees and children to a safe distance outside of building .  
Ensure that when leaving the building with the children to bring Attendance sheet and emergency box and gather at

Tiny Tots: SW corner of Prince st. and Peyton st  
Blue Bird: SW corner of N. Barton st and N. 10th st  
Brentwood Academy: SE corner of playground

- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Supervisors/Teachers should account for children and employees after being evacuated.
- No one may reenter building until Fire Officer in Charge declares entire building safe.

## **4. Hazardous Materials**

### **Incident occurred in building**

- Seal off area of leak/spill.
- Call 911.
- Notify CPR/First Aid certified persons in building of medical emergencies.
- Take actions directed by Fire Officer in Charge.
- Follow procedures for sheltering or evacuation, if directed.
- Resume normal operations after consulting with Fire Officer in Charge.

### **Incident occurred near building**

- Person in charge ensures Police and Fire Officials have been informed.
- Fire Officer in Charge of scene will recommend shelter or evacuation actions, if necessary.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with Fire Officer in Charge.

## **5.Radiological Incident**

### **Sheltering Notification**

- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off ventilation.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

### **Evacuation Notification:**

- Person in charge notifies employees, parents and children of relocation center.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Lock doors.

### **Supervisor responsibilities during evacuation:**

- Account for employees and children.
- Explain procedures to children and employees.
- Ensure that lights, electrical equipment, gas, water faucets, air conditioning and heating system are turned off.
- Make and place an “Evacuation” sign in window.
- After arriving at relocation center, call parents of children, account for all children and employees again.

## 6. Utility Failure

- Stay calm.
  
- Locate flashlights.
  
- Open windows, shades, blind or doors for extra light and air.
  
- Call utility provider if phones are working. If not, go to another office or building to report outage.
  
- If a gas odor is present, immediately evacuate entire building.
  
- In instances of a Power Outage, if utility officials feel that it will exceed 3 hours, all parents will be notified of early dismissal.

## 7. Assault

- Ensure the safety of children and employees.
- Call 911 if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Seal off area where assault took place.
- Notify CPR/first aid certified persons in building of medical emergencies
- Coordinator notifies designated emergency contact of persons involved in assault.
- Document all activities.



## **8. Bomb Threat/Suspicious Package**

### **(Telephoned) Bomb Threat Checklist**

Phone Number that received threat: \_\_\_\_\_

Name of Person Receiving Call \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Workplace Address \_\_\_\_\_

#### Bomb Threat Checklist

#### Questions to Ask:

When is the bomb/device going to explode/activate? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb/device is it? \_\_\_\_\_

What will cause it to explode/activate? \_\_\_\_\_

Did you place the bomb/device? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Exact wording of threat: \_\_\_\_\_

\_\_\_\_\_

#### Description of Caller:

Sex: \_\_\_\_\_ Estimated Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Caller's Voice: Calm Angry Excited Slow Rapid Soft Loud Laughter Crying Normal Distinct  
Slurred Nasal Stutter Deep Breathing Clearing Throat Lisp Raspy Ragged Whispered Deep  
Cracking Voice Disguised Accent

Language: Well Spoken, Educated Foul Irrational Message Being Read Taped Message

#### Background sounds:

Street Noise House Noise Voices PA System Music Static Clear

Motors/Engines Office Machines Factory Trains Long Distance Local

Phone Booth Airplanes

## **9. Bomb Threat Checklist**

### **Telephoned threat that bomb or other weapon has been planted in building:**

- Use bomb threat checklist (see Bomb Threat Checklist page).
- After caller hangs up, use same phone to trace call. If you are using touch tone line, depress switch hook and dial \*69.
- Call 911
- Emergency Personnel may order evacuation of all persons inside building depending on threat assessment and evaluation
- Emergency personnel will notify children and employees when they may re-enter area upon the advice of Fire Officer in Charge.

### **Suspicious package/mailed bomb threat:**

- Call 911
- Put envelope or package down and evacuate the area.
- Close off room or area where letter or package is located.
- Isolate person(s) who touched suspicious package, were in same area as the package, or witnessed delivery of package, until interviewed by investigative health and/or emergency response authorities.
- If a potentially harmful substance is suspected to be in package advise isolated person(s) to remain calm and wash skin from elbows down using soap and water.
- Supervisors should compile full name, address and telephone numbers (work and home) of isolated person(s) and notify emergency contact of person(s).
- Emergency Personnel will notify children and employees when they may re-enter area upon the advice of Fire Officer in Charge.

## 10. Intruder/Hostage

**Intruder** - An unauthorized person who enters workplace property

- Politely greet intruder and identify yourself.
- Ask intruder the purpose of their visit.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

**If intruder refuses to leave:**

- Warn intruder of consequences for staying on property. Inform him/her that you will call police.
- Notify police if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if you think they will become violent. Be aware of intruder's actions at this time (where he/she is located in building, whether he/she is carrying a weapon or package, etc).
- Keep children away from intruder and in a safe area.
- Have Police remove intruder from premises

**Intruder/Hostage**

Hostage

- If hostage taker is unaware of your presence, do not intervene.

- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

### **Lock-Down Procedures:**

Lock down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

- Emergency Personnel will announce lock down procedures by sending an employee to each classroom
- Direct all children and teachers into rooms.
- Lock doors.
- Cover windows of rooms.
- Move all persons away from windows and doors.

Allow no one outside of rooms until emergency personnel gives an all-clear signal.

## 11.Robbery/Weapons

### **Robbery:**

- Remain calm. Avoid violence.
- Follow instructions of robber.
- Treat robber as normally as possible and with respect.
- Do not surprise robber.
- Inform robber before you reach for something or move.
- Note robber's facial features, height, weight, clothing, weapon, number of accomplices, and car and anything else that may help police identify him/her.

### **Robbery/Weapons**

- Call 911 when robber has left and it is safe to do so. Tell police in which direction robber traveled after leaving scene.
- Seal off area around crime scene.
- Do not touch anything the robber may have touched.
- Document all activities.

**If an employee is suspected of bringing a weapon into the workplace:**

- Notify supervisor of suspected employee immediately.
  
- Call 911.
  
- Inform emergency personnel name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.

**If suspect threatens you with weapon:**

- Remain calm. Avoid violence.
  
- Follow instructions of suspect.
  
- Treat suspect as normally as possible and with respect.
  
- Do not try to seize weapon.

## 12.Serious Injury/Death

### **If incident occurred in building during work hours:**

- At the same time Call 911 and Notify CPR/first aid certified persons in building of medical emergencies.
  
- If possible, isolate affected child/ employee.
  
- Emergency Personnel designates staff person to accompany injured/ill person to hospital.
  
- Emergency Personnel notifies injured/ill person's emergency contact.
  
- Contact State Officials

## 13. Emergency Personnel /CPR, First Aid Certified Persons

### Emergency Personnel

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Mobile/Pager</u>
CEO/Director	_Susan Pnevmatikatos_	_____	
Coordinator	_Susan Pnevmatikatos_	_____	
Tiny Tots Playroom Supervisor	Maggie Carillo	703-683-5130	
Brentwood Academy Supervisor	Susana Bauer	703-780-5750	
Blue Bird Day School Supervisor	Patricia Amaya	703-525-7117	

### CPR/First Aid Certified Persons in Building

#### Tiny Tots Playroom

Maggie Carillo	_____	CPR FIRST AID
Londy Rojas	_____	CPR FIRST AID
Herlinda Lazo	_____	CPR FIRST AID
Fanny Vequas	_____	CPR FIRST AID
Johanna Amaya	_____	CPR FIRST AID
	_____	CPR FIRST AID
	_____	CPR FIRST AID

#### Blue Bird Day School

Patricia Amaya	_____	CPR FIRST AID
Lalita Bai	_____	CPR FIRST AID
Marta Marquez	_____	CPR FIRST AID
Primila Yadav	_____	CPR FIRST AID
	_____	CPR FIRST AID
	_____	CPR FIRST AID

#### Brentwood Academy

Susana Bauer	_____	CPR FIRST AID
Aide Castro	_____	CPR FIRST AID
Sandra Garcia	_____	CPR FIRST AID
Doris Hernandez	_____	CPR FIRST AID
Yesenia Momsalvo	_____	CPR FIRST AID
Reina Argueta	_____	CPR FIRST AID
	_____	CPR FIRST AID
	_____	CPR FIRST AID



## 14.Warning and Notification

- Assess life and safety issues first. Call 911, if necessary.
  
- Inform Emergency Personnel / Supervisor
  
- Warn children and teachers. If an emergency requires immediate action to protect the safety of children and teachers
  
- Inform State Officials

## 15.Lock-Down Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside building.

- Crisis Team Coordinator will issue lock-down procedures by announcing warning over PA system or sending a messenger to each office.
- PA announcement may be a coded or basic alert (see Warning and Notification section for coded warnings) message.
- Direct all employees and guests into rooms.
- Lock doors.
- Cover windows of rooms.
- Move all persons away from windows and doors.
- Allow no one outside of rooms until Coordinator gives an all-clear signal.

## 16.Sheltering Procedures

Sheltering provides refuge for employees and guests within the building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Identify safe areas in building for potential emergencies.
- Emergency Personnel warns children and employees to assemble in safe areas. Assist disabled and persons with special needs.
- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off ventilation.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Supervisors should account for children and employees after arriving in safe area.
- All persons must remain in safe areas until notified by the appropriate officials

## 17.Evacuation/Relocation Centers

### **Evacuation**

- Emergency Personnel pull fire alarm to begin evacuation.
- Close all windows.
- Inform Police/ Fire personnel of any unusual packages or items
- Follow fire drill procedures and route. Follow alternate route if normal route is too dangerous. Assist disabled and persons with special needs.
- Call 911.
- Do not re-enter building until Fire Officer in Charge declares entire building safe.

### **Emergency Personnel:**

- Ensure children and employees are evacuated to a safe distance outside of building.
- Determine whether children and employees should be moved to relocation centers. Notify relocation center.
- Contact Parents that an evacuation is taking place.

### **Supervisors:**

- Direct children and employees to follow normal fire drill procedures.
- Close doors and turn off lights and, if it is safe, turn off electrical equipment, gas, water faucets, air conditioning and heating system.
- When outside building, account for all children and teachers. Inform emergency personnel immediately if anyone is missing.
- If evacuated to relocation center, account for children and employees again when you arrive at relocation center.

## **Relocation Centers**

List primary and secondary relocation centers for building.

- The primary site is located close to building. The secondary site is located further away from building (in case primary site is inaccessible or during a large-scale emergency).

### **Tiny Tots Playroom:**

Primary Relocation Center

American Optometric Association  
1505 Prince St

Alexandria, Va 22314

Phone: 703-739-9200

Secondary Relocation Center

Alleyne Ame Zion Church  
1419 King St

Alexandria, Va 22314

Phone: 703-548-3888

### **Blue Bird Dayschool:**

Primary Relocation  
Center

Sheffield Court Apartments  
701 N Wayne St

Arlington, Va 22201

Phone: 703-527-7700

Center Secondary Relocation

Ashlawn Elementary School  
8<sup>th</sup> Rd North

Arlington, Va 22205

Phone: 703-228-5270

### **Brentwood Academy:**

Primary Relocation Center

George Washington Rec Center  
8426 Old Mount Vernon Rd

Alexandria, Va 22309

Phone: 703-780-8894

Secondary Relocation Center

Mount Vernon High School  
8515 Old Mount Vernon Rd

Alexandria, Va 22309

Phone: 703-619-3100

## 18. Emergency Phone Numbers

### **Fire, Ambulance, Police**

# **Emergency 911**

### **Police (Non Emergency Numbers)**

Arlington- 703-558-2222

Fairfax- 703-246-2328

Alexandria-703-838-4444

### **Fire (Non Emergency Numbers)**

Alexandria- 703-838-4660

Fairfax-703-719-9294

Arlington-703-558-2222

### **Weather Radio Station**

Frequency 162.55

Number- 301-713-4000

**Human Resources-** 703-724-7373

**Social Services-** 703-838-0700

**Animal Control-**703-838-4775

**State Inspector-**703-359-1256 (A.L. Devens)

**County Specialist-**703-228-1689

### **Referrals**

Helpline Statewide (800) 464-4357

Family Services 703-838-0700

Youth Services 703-838-0990

Parks and Recreation 703-838-4343

Community Shelter 703-329-2050

Alexandria Libraries (703) 519-5900

Transportation Service 703-838-4324

Waste Management Services 703-751-5130

## **Hospitals**

INOVA Alexandria Hospital - 4320 Seminary Rd. Alexandria - 703-504-3500

INOVA Mt. Vernon Hospital - 2501 Parkers Ln. Alexandria - 703-664-7000

Arlington Hospital - 1701 N. George Mason Dr. Arlington - 703-558-5000

## **Victim Assistance**

State Wide Child Protective Services Hotline- (800) 552-7096

Arlington Child Abuse and Neglect, Child Protective Services - 703/228-1500

## **Hazardous Materials/Poison**

Poison Control Center Statewide (800) 222-1222

## **Area Schools Located Near Centers**

### **Alexandria ( Tiny Tots)**

Jefferson Houston Elementary School- 703-706-4400

### **Arlington County (Blue Bird Dayschool)**

Ashlawn Elementary- 703-228-5270

### **Fairfax County( Brentwood Academy)**

Woodley Hills Elementary-703-799-2000

Mount Vernon High School-703-619-3100

Riverside Elementary-703-799-6000