

PROCEDURES FOR FIRE EMERGENCY

1. When the fire alarm sounds, everyone will calmly evacuate in both buildings. Office personnel will call 911 before evacuating, if possible. Otherwise, call from a cell phone after evacuation.
2. Each classroom has a map with primary and secondary means of exit and assembly points, posted. Teachers will bring their attendance and double check to make sure everyone has been evacuated. Office personnel will check with teachers to receive a final count and to ensure everyone has safely exited.
3. Each teacher will bring their Emergency Medical Forms and any emergency medical supplies applicable (I.E. nebulizer, epi-pen, inhaler, etc.) The office personnel will also bring with them a copy of Emergency Medical Authorizations, staff and children's.
4. All doors are closed as the children exit rooms and buildings. Children are led out in an orderly manner, all necessary paperwork is collected and the bathrooms are double checked to make sure all children have safely exited.
5. In the event of an actual fire, parents will be notified as soon as possible.
6. Drills will be performed at least once a month at varying times, documented and kept on file in the office for at least one year. Emergency plans will be reviewed and updated by the Corporate Office and state licensing as needed.

SCHOOL INFORMATION AND IMPORTANT PHONE NUMBERS:

Country Woodland School
7152 Woodland Dr.
Springfield, VA 22151
(703) 256-9400

FIRE AND RESCUE EMERGENCY	911
NON-EMERGENCY POLICE	(703) 691-2131
NON-EMERGENCY FIRE	(703) 256-2236
FAIRFAX HOSPITAL	(703) 698-1110
POISON CONTROL	1-800-222-1222
CORPORATE OFFICE	(703) 425-9400
HEALTH DEPARTMENT	(703) 246-2344

COUNTRY WOODLAND SCHOOL
SHELTER-IN-PLACE EMERGENCY AND NATURAL DISASTER
PROCEDURES

A battery-operated radio is on in the office at all times.

In the event of an emergency situation, such as a natural disaster (tornado, hurricane, etc.) loss of power, other acts of nature other than a fire emergency or intruder the following procedure shall be followed: ALL CHILDREN AND STAFF SHALL REPORT TO THE SHELTER IN PLACE.

- MAIN BUILDING-CUDDLEBUG ROOM
All classes in the main building will enter the Cuddlebug room through the closest and/or safest entrance.
 - ANNEX-PENGUIN ROOM (DOWNSTAIRS)
All classes will enter the Penguin room through the closest and/or safest entrance.
1. The natural disaster alarm will be sounded. Teachers have been trained to recognize the meaning of that specific alarm sound. All children in the main building or on the playground, will be brought, in a safe and orderly manner, to the Cuddlebug room, through whichever entrance is most easily and safely accessible. Classes in the Annex will be brought, in a safe and orderly manner, to the Penguin room, through whichever entrance is most easily and safely accessible.
 2. As each class leaves their room or exits the playground, children will be counted and then re-counted as they enter the designated shelter-in-place. In the event that a child is missing, the teacher will notify the office, and then the Director or Assistant Director will look for that child. Teachers will bring with them into the shelter-in-place, attendance sheets, Emergency Medical Authorizations for every child and any other special health supplies (i.e., epi-pens, inhalers, nebulizers, etc.) Once in the shelter-in-place rooms, children will be positioned as far away from windows as possible. Designated shelter-in-place rooms are already equipped with: First Aid kits, a working flashlight, food, water, and a battery operated radio with extra batteries. This radio will be listened to whenever there is an emergency situation. Staff will have flashlights with them, as well as the flashlights that are always on hand in each classroom, in case of a power outage. The Director and Assistant Director will also have flashlights. Office personnel will listen to the radio for information, try to answer the phone, and keep a look out for parents. They will keep other staff members informed of conditions and let them know when it may be safe to return to their own classrooms. Communication may be via cell phone, walkie-talkie or intercom.
 3. After the emergency situation is over, the Director will notify the teachers when it is safe to return to their classrooms. If, for some reason, the classes are not safe for re-entry, then parents will be contacted via email or telephone.

4. The Director is in charge, or Assistant Director if Director is absent, of calling the Corporate Office (703) 425-2701 to notify them of damages that may have occurred. 911 will be notified if necessary.
5. Drills will be performed twice a year, minimally, at varying times of the day. Records will be kept in the office for at least one year. Emergency plans will be reviewed and updated by the Corporate Office and state licensing as needed.

INTRUDER PLAN

The following procedures have been put into place in the event that there is an intruder at Country Woodland School.

1. Office personnel will sound the Intruder alarm and announce over the intercom the specific code word to alert staff of the situation, (Staff has been trained to distinguish this specific alarm sound and to recognize the code word.) and call 911.
2. All teachers have been instructed to remain in their classroom, stay calm and to keep their children calm by singing songs, telling stories, etc. If out on the playground, teachers have been instructed to enter the closest and safest room possible. Office personnel will be able to communicate with staff via cell phones, intercom, or walkie-talkies.
3. Barricade doors if necessary.
4. Wait until the proper authorities arrive and follow their directions.
5. Office staff will notify the Corporate Office (703) 425-2701 as soon as possible.

EMERGENCY PLAN

The following policies will be in effect at Country Woodland School. The American Red Cross and Fairfax County Public Schools Resource Officers recommend these procedures.

1. Country Woodland School will follow the same policies that have been established by area public schools. We will have "Shelter in Place."
2. Safe rooms have been designated in each building. These rooms are stocked with food, water, radios, flashlights, batteries, first aid kits, and have bathrooms. Staff has been trained upon hire of emergency policies and procedures, are aware of varying sounding alarms to determine separate emergency situations, and are qualified in CPR and First aid. Re-fresher courses will be offered yearly or as licensing deems. Staff and office personnel may communicate via cell phone, intercom or walkie-talkies as needed.
3. Practice drills will be held in compliance with state licensing laws and will be conducted in a manner that will not alarm or frighten the children, much in the same manner as a fire drill.
4. Should you be delayed in picking up your child, **NO CHILD WILL BE LEFT ALONE AT THE CENTER.**

In the event of a localized emergency, (for example, an overturned truck with dangerous chemicals) and it becomes necessary for your child to be evacuated from Country Woodland School, the first evacuation point would be to our sister school, Grasshopper Green. In this type of event, staff will take Emergency Medical Authorizations, emergency medical supplies (I.E. epi-pens, nebulizers, etc.) and a first aid kit. You would immediately be notified via phone or email where your child was located. If you could not reach Country Woodland School, any of the unaffected centers or our Corporate Office would know where your child has been relocated. The local Red Cross would also be notified (202) 737-8300. Our center and Corporate Office numbers and addresses are listed below.

Corporate Office - A Child's Place, Inc.
8996 Burke Lake Rd. Ste #205
Burke, Va 22015
(703) 425-2701

A Child's Place
3100 Prosperity Ave.
Fairfax, VA
(703) 689-8050

Grasshopper Green and Kenwood School
4955 Sunset La.
Annandale, VA
(703) 256-4711

Hollin Hall School
1500 Shenandoah Ave.
Alexandria, VA
(703) 765-8811

Country Woodland School
7152 Woodland Dr.
Springfield, VA
(703) 256-9400

