



EMERGENCY MANAGEMENT PLAN

2006-2007

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I. OVERVIEW

A. INTRODUCTION

The Rosemount Center could be subject to an emergency situation affecting the facility or as part of a larger scale event. The managers, administrators and staff are responsible for the safety of the Rosemount children and will coordinate actions and/or requirements with community public safety officials and parents/guardians.

Any emergency situation is **NOT A NORMAL SITUATION**. The impact of an emergency situation on children can have lasting effects on their well being. Caregivers and families must manage to respond to an emergency as well as helping children cope with their feelings, fear and needs during and after the emergency. Respecting the children's feelings, and involving them, where possible, in recovery activities can reduce stress and anxiety.

Therefore, the intent of Rosemount's Emergency Management Plan (EMP) is to assist the staff in responding to emergency situations and to provide information to family members concerning emergency planning. Our communication plan is to communicate closings and emergencies through the Rosemount answering system and through local television and radio stations. You can watch the following television news stations for information regarding Rosemount: NBC-4, ABC-7, and News Channel 8 or listen to the following radio stations: 820AM, 1500AM, 104.3FM, and 107.7FM. You can also call the Rosemount Center at 202-265-9885, ext. 103 to hear about any delays or closings. Rosemount also has emergency back-up analog phone lines to be used in the event of power failure or failure of our primary voice system:

1. 202-265-1762 (first floor - front desk)
2. 202-265-3412/202-265-0640 (first floor - server)
3. 202-265-3094 (cottage)
4. 202-265-1701 (second floor)

B. PURPOSE

The Rosemount Center EMP outlines the Center's procedures for managing major emergencies that may threaten the health and safety of the Center's staff and families. The plan identifies areas and individuals who are directly responsible for emergency responses and critical support services, and it provides a management structure for coordinating and deploying resources.

Planning ahead for emergencies is part of normal Center planning and all staff members share a responsibility for preparedness. An emergency can strike anytime or anywhere, and a disaster will affect everyone. Please know that the Rosemount Center staff will make every effort to ensure the safety of all children during any emergency situation.

Given this:

1. Staff is expected to follow the EMP procedures to protect personnel and to support the Center during an emergency response.
2. Staff has a personal responsibility for knowing what to do before, during, and after an emergency to protect their safety and our children's safety.
3. Rosemount Center will conduct emergency preparedness education and training sessions to reduce potential hazards, and to familiarize children and staff with emergency procedures.

II. EMERGENCIES

An emergency response may be necessary for the following situations: Severe weather, snow and ice storms, flooding, fire, medical emergency, and terrorism. Many of these situations are *natural hazard* emergencies related to conditions caused by weather, weather-related effects, and geological events such as earthquakes or *personal safety* emergencies related to national security threats or contagious diseases.

A. SEVERE WEATHER

Severe weather may be predicted over several days or within a few hours or less for tornadoes, hurricanes and other wind, rain, or ice storms. Rosemount monitors weather forecasts and storm watch or warnings as part of our commitment to being prepared. In general, “weather watches” mean that conditions are present that could cause a weather emergency in the geographical areas mentioned; “weather warnings” mean that severe weather is expected and that precautions should be taken in the affected geographical areas.

B. SNOW AND ICE STORMS

Severe snow and ice storms may result in the shutdown of the Rosemount facility, closed roads, and damage to power lines and structures. We will monitor snowstorms, blizzard warnings or travel advisories and make decisions about pre-storm closings (night before) or early closings depending on conditions. We will also arrange for snow and ice removal as well as possible debris removal, such as fallen trees and utility lines, from the Center property.

C. FLOODING

Flooding may result from heavy precipitation and build over several days or occur rapidly in the form of flash floods. Dam failure can inundate down stream areas in the form of flash floods, however this poses no direct threat to our Center since we sit high up on a hill. We will continue to inspect the facility on a monthly basis and during flood warnings to determine if we should move to higher ground.

D. FIRE

Fire is perhaps the most common hazard. Fire can occur for many reasons: As a result of damage from an earthquake, damaging wind or water damage to electrical equipment, etc. Rosemount has fire emergency procedures that include evacuation routes and marked exits; we also have fire/smoke detectors located throughout the center, a sprinkler system throughout the center, fire extinguishers posted in hallways, fire safety training and fire drills.

Most fires start small except for explosions. Fires can usually be brought under control if they are attacked correctly with the right type and size of fire extinguisher within the first two minutes. A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Before attempting to fight a small fire our staff will ensure that everyone is out of the building – and of course our fire system will immediately contact the fire department. If the fire starts to spread or threatens our escape path, our staff is instructed to get out immediately. When using fire extinguishers, staff and parents should remember the acronym “PASS.”

| | |
|---|---|
| P | Pull the Pin. |
| A | Aim the extinguisher nozzle at the base of the flames. |
| S | Squeeze trigger while holding the extinguisher upright. |
| S | Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent. |

E. MEDICAL EMERGENCY AND TERRORIST ATTACK

A medical emergency may include a contagious disease, infectious disease (e.g., Avian Flu) or a chemical/biological infection. Several staff members have First Aid and CPR credentials. Rosemount covers the cost of this training and credentialing so that qualified First Aid personnel are always on hand. A terrorist attack is an attack on our national security. It may come in the form of a destructive attack on our Center, home, neighborhood or community. In an effort to keep chemicals, polluted air and debris out of the Center, Rosemount will keep a supply of duct tape, scissors, and plastic to cover our doors, windows, and vents in the rooms.

III. EVACUATION RELOCATION PROCEDURES OUTSIDE THE BUILDING

Each staff member has individual and group responsibilities in the case of an emergency evacuation. We make every effort to have our staff routinely trained on emergency management principles and monthly fire/evacuation drills are held. We also have a stationary payphone located in the basement of our facility that is easily accessible to staff and parents to call 911 at no charge. Staff responsibilities include but are not limited to the following:

1. Gather the children and collect the attendance list, First Aid Kit, children’s coats and any extra blankets (depending on weather).
2. Lead children outside by the appropriate exit routes and assemble them on Rosemount Avenue at the appropriate evacuation point. During a fire evacuation, the teacher will be the last one to leave the classroom to make sure all the children and people in the classroom are gone.
3. Special routines during the day may require different evacuation procedures; for example, if children are outside of the building during a fire or fire drill, the teachers will then lead students to their appropriate evacuation point. Teachers who are not with children (on break or in a meeting) will join their group as quickly as possible.
4. During naptime, teachers will arouse children, prepare them to leave the classroom, the other teacher(s) will return to the classroom as quickly as possible to help direct sleepy children and take responsibility for getting children outside.
5. After all personnel have evacuated the building, we will make every effort to ensure personal safety. This includes responding to any medical emergency or security measure by notifying emergency rescue personnel, performing First Aid, implementing CPR, or transporting injured to emergency medical sites.
6. Our evacuation checklist includes:
 - a. Cellular phones
 - b. A current telephone list for medical emergencies:
 - i. 911
 - ii. Poison Control (202) 625-3333
 - iii. DC Emergency Management Agency (202) 727-6161

- c. Complete First Aid Kits for each classroom
 - d. Classroom attendance rosters
 - e. Staff/volunteer Sign-in Binders
 - f. Necessary medications/supplies/emergency records for children and staff
 - g. Check lists of children and staff as they board/depart vehicles
7. Coordination of efforts with Emergency Management Officials www.dc.gov

A. PROCEDURES

Team Rosemount will follow the procedures below in case of an emergency within the building. There is one evacuation relocation area: The North point and the South point of the sidewalk across the Rosemount Avenue street from the Center. The North point is reached by exiting from the main doors or the north elevator/handicap ramp door and walking directly across the street to the top of the hill; the South point is reached by exiting the south side door and walking down the stairs toward Rosemount Avenue/Klinge Road and walking directly across the street to the bottom of the hill. All staff should be familiar with their Primary and Secondary evacuation routes (Northwest Back Door {nearest rear parking lot}, Main Door, South Side Door) in case one evacuation route is blocked.

In addition, any classrooms on the playground must exit via their Primary Route and staff in the lounge or classrooms in the multipurpose room must exit to the North Point via the closest emergency exit. Additional responsibilities include: the Receptionist, or the person who is working at the front desk, will take the Emergency Card Information Box and staff/volunteer sign-in binders, open the Main Doors, and control traffic at the Rosemount driveway; Maintenance Engineer will stop any traffic from entering/exiting Rosemount Avenue at the Klinge Road Intersection; the Director and Deputy Director will inspect the center to ensure all individuals have exited the building; the Curriculum Specialist will inspect the playground to ensure all individuals have exited the playground; the Family Partnership Manager will get a “head count” of all children and staff as they reach their designated emergency point; and the Health Services Manager will serve as the Point-of-Contact unless otherwise specified.

B. FIRST FLOOR CLASSROOMS AND STAFF

Lucia will help the Penguins; Fabiola and Yaneth P. will help the Kittens; Alma and Vonita will help the Dolphins; and Yanet H. and Tamara will help the Llamas; the Primary exit route for these groups is the Main Door to the North Point. Cristina and Zaida will help the Koalas; Ida will help the Pandas: the Primary exit route for these groups is the South Side Door to the South Point. Joanne F. and Juan will help the Chickadees; Gladys will help the Bumble Bees; and Carmen and Karla will help the Bears; the Primary exit route for these groups is the Northwest Back Door to the North Point.

C. COTTAGE STAFF

Cottage Staff must exit the cottage via the South Cottage Door/South Door to the South Point and assist classrooms (e.g., hold doors open) in need.

D. KITCHEN STAFF

Kitchen staff will open and exit the Northwest Back Door and proceed to the North Point. The kitchen door is not an emergency exit.

E. SECOND FLOOR CLASSROOMS AND STAFF

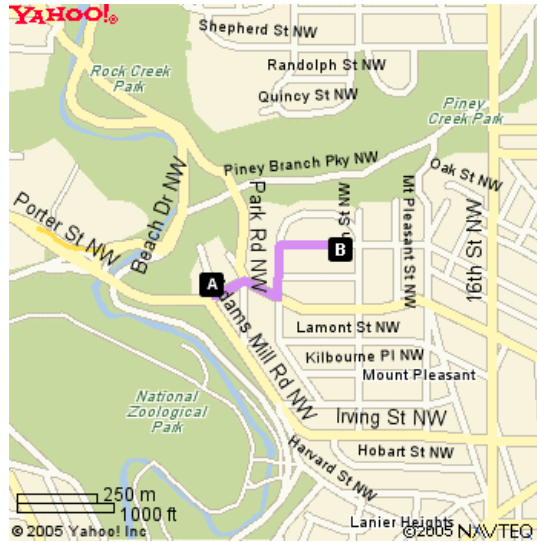
Gisela will help the Lions; the Primary exit route for these groups is the Main Door to the North Point. Maria will help the Beavers, Patricia will help the Eagles, and Meseret will help the Squirrels; the Primary exit route for these groups is the South Side Door to the South Point. Swati will help the Tigers whose primary exit route is the Northwest Back Door to the North Point.

| Group | Primary Route | Secondary Route |
|--|--|--|
| Koalas Pandas | South Side Door to the South Point | Main Door to the South Point |
| Beavers Eagles Squirrels | South Side Door to the South Point | North elevator/Handicap ramp Door to the South Point |
| Kittens Dolphins Penguins Llamas | Main Door to the North Point | South Side Door to the North Point |
| Lions | Main Door to the North Point | South Side Door to the North Point |
| Tigers Bears Bumble Bees Chickadees | North elevator/Handicap ramp Door to the North point | Northwest Door to the North Point |

ALL STAFF NEED TO KNOW THE PRIMARY AND SECONDARY EVACUATION ROUTES. BE PREPARED TO EVACUATE VIA THE SECONDARY ROUTE WHEN THE PRIMARY EVACUATION ROUTE IS BLOCKED.

IV. EVACUATION RELOCATION PROCEDURES AWAY FROM THE BUILDING

In case we have to leave the Rosemount Center facility AND grounds, after following the evacuation plan above, we will relocate the children and staff to the **Stoddard Nursing Home** on 1818 Newton Street NW, Washington, DC 20010 - (202) 328-7400 until all children are picked up. MAKE SURE YOUR EMERGENCY CONTACT CARD IS CURRENT AND UP-TO-DATE. Transportation to this facility may involve walking, UPO buses, school buses, emergency vehicles and/or staff/parent vehicles.



V. EVACUATION RELOCATION PROCEDURES *WITHIN* THE BUILDING

In an emergency situation, like a chemical or biological attack, staff and children may be required to stay in the Rosemount Center building. When this occurs, all staff and children will relocate to their designated relocation point on the lower levels of the building, this includes the: first floor, multipurpose room (MPR), overlook space, and Chapel of the building. The following are the procedures we will follow:

| Group | Evacuation Route | Relocation Point |
|--|---|-----------------------|
| Chickadees | Stay in their classroom | Chickadees Classroom |
| Koalas | Stay in their classroom | Koalas Classroom |
| Llamas | Move next door to the Bumble Bees | Bumble Bees Classroom |
| Pandas | Move next door to the Koalas | Pandas Classroom |
| Kittens | Stay in their classroom | Kittens Classroom |
| Dolphins | Stay in their classroom | Dolphins Classroom |
| Squirrels | South Side Door to the Pandas | Pandas Classroom |
| Bumble Bees | Stay in their classroom | Bumble Bees Classroom |
| Penguins | Stay in their classroom | Penguins Classroom |
| Beavers | Main Door to the Llamas | Llamas Classroom |
| Eagles | Main Door to the Llamas | Llamas Classroom |
| Lions | Main Door to Northwest Back Door to the MPR | MPR |
| Bears | Northwest Back Door to the MPR | MPR |
| Tigers | Northwest Back Door to the Overlook Space | Overlook Space |
| Family Partnership Specialists, Managers, Administrators, and all visitors | Closest Evacuation Route | Chapel |

VI. CENTER EMERGENCY PLANNING

In preparation for an emergency or natural disaster that would entail children and staff staying on the premises of the Center, we have developed a “Plan of Action” that we will make every effort to follow. This plan includes the following:

1. All children and staff will be housed on the basement and first floor of the building while staying away from the windows. This includes the Reception area, classrooms, hallways, Chapel, basement, and the cottage.
2. Knowledge that safe places are under heavy tables/desks or in the corner of a room.
3. Plastic, duct tape, and scissors may be used to cover doors, vents, and windows that do not have paper/cloth curtains or weather-seals
4. Each classroom and office area will have a flashlight there will also be other emergency lighting on hand to illuminate larger areas; cots will be set up for sleeping arrangements as well.
5. First Aid Kits will be available for each class of children and for staff members.
6. Non-perishable food and water supply for up to 72 hours
7. Supply of general non-prescription medication to last up to 72 hours
8. Battery-Operated Radio(s)
9. Large garbage bags for storage of emergency-related disaster items
10. Supply of games and books to keep children AND staff occupied.
11. We ask that parents bring the following **extra** items for their **children** that will be kept strictly for emergency situations:
 - a. Three set of clothes in case of contamination
 - b. Three day supply of diapers
 - c. Blankets for winter/cold conditions
12. We ask that **staff** keep the following **extra** items at the Center:
 - a. Three sets of clothes in case of contamination
 - b. Blankets for winter/cold conditions
 - c. Toothbrush/toothpaste
 - d. Fully-charged Cellular phone

VII. FAMILY EMERGENCY PLANNING

In preparation for an emergency or natural disaster that would entail you and your family staying at home or indoors, we recommend that you develop a plan of action. Your plan may include the following:

1. Talk to your child about potential emergencies and the steps you are taking to prepare for these emergencies
2. Know the location of the nearest Police, Fire Station, Hospital
3. Know which of your neighbors has medical experience
4. Ensure your Smoke and Carbon Monoxide Detectors are working
5. Teach your family how to use a Fire Extinguisher
6. Have flashlights and other emergency lighting on hand
7. Keep your vehicle mechanically sound and ready for use

8. Keep a full tank of gas in your vehicle
9. Have a local area map on hand
10. Make sure you have a First Aid Kit and learn First Aid and CPR
11. Non-perishable food and water supply for up to 72 hours (make sure you have a non-electric can opener).
12. Supply of sanitation items including toilet paper, soap, feminine hygiene products, baby wipes
13. Battery-Operated Radio
14. Rain and weather-resistant clothing gear
15. Store extra blankets and sleeping bags
16. Portable generator
17. Establish an “out-of-area” telephone contact to help coordinate your family’s whereabouts
18. Have a wallet-size photograph of your family
19. Keep cash or traveler’s checks on hand.
20. Keep a photocopy of your passport, US immigration papers, birth certificate, social security card, and your insurance cards on hand.

In addition, the following information will help you “get ready” in preparing for an emergency. This information has been adopted from www.makeaplan.org and will guide you through basic steps that you and your family need to take to be prepared for emergencies. Having an emergency plan that details what you and your family will do in the event of an emergency is a major step towards becoming prepared. This plan should include:

1. Select a meeting place, other than your home, for you and your loved ones to meet in case it is unsafe for you to return home or you are unable to. Have evacuation routes in place, so that you know how to leave the area quickly and safely. Choose a friend or relative who lives outside of your area to be the contact for your family in an emergency. It may be easier to call long distance, as local phone lines may become overloaded.
2. Schools and work places should already have emergency plans in place. Make sure you know what they are. If there isn't an emergency plan, take the steps now to create one. Talk with your friends and family about your emergency plan and write it down. Make sure that you and your loved ones have a copy of this plan.
3. Have a clean supply of water and non-perishable food for you and your family. Have a three-day supply of water on hand. At one gallon of water per person per day, a family of four needs 12 gallons of water. Store the water in a cool dark place and replace every six months. Keep a two-week supply of food on hand. Periodically replace the food. Don't forget to include a can opener.
4. Have a battery-powered flashlight and radio, extra batteries, and a first aid kit.
5. Search the resources section of www.makeaplan.org for links to local websites and national and federal organizations like the American Red Cross and the Federal Emergency Management Agency (FEMA). These websites can give you in-depth and local information on preparing for emergencies. You can also learn about training events available for the public, where Emergency Preparedness Trainers can assist you in creating your emergency plan and preparing for emergencies.