

**SPEECH AND LANGUAGE CENTER OF NORTHERN VIRGINIA**

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MCLEAN, VIRGINIA 22101  
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**DOLLEY MADISON PRESCHOOL**  
(703) 356-1351

**SPEECH & LANGUAGE SERVICES**  
(703) 356-2833

**The preschool's fire and emergency evacuation plans were reviewed and reapproved by the Fire Marshall's office as of January 24, 2005.**

**Please note the pertinent parent information below.**

**EVACUATION PLAN**

- A. When using both the primary and secondary exit plan, congregate at the far right hand (northeast) corner of the parking lot (near the trash dumpster).
- B. If the fire is in the Sanctuary building or in the Church House stay in the classrooms ("shelter in place" – Rooms 106/107) and wait for instructions from the Fire Department.
- C. **If it is necessary to evacuate the property**, the children will be walked along the property line at the edge of the parking lot, through the wooded area and to the Gidley residence on 1129 Litton Lane (an arrangement has been confirmed with this family). This will be the meeting place with the parents who will drive to Litton Lane, entering from Route 123 on to Basil Road.
- D. Two people from the Board of Directors who live near the school property will serve as emergency contacts. They will have copies of all the children and staff emergency information. The Preschool Director will be responsible for calling the Board Members if an evacuation is necessary.

No one is to re-enter the building until the Fire Department gives the all-clear signal.

**ANTICIPATED HURRICANE/TORNADO OR NATURAL DISASTER**

**ATTEMPT TO CLOSE THE SPEECH AND LANGUAGE CENTER/DOLLEY MADISON PRESCHOOL AND SEND THE CHILDREN HOME BY USING THE FOLLOWING PROCEDURES:**

Parents will be contacted from the emergency (green) cards and will be expected to reach the Center for pickup within 30 minutes. The office staff will be responsible for making these calls.

If the parent cannot be reached, the office staff will call the second contact on the green card. That person must arrive within 30 minutes.

If the parent is reached but cannot arrive within 30 minutes, the parent must call their second contact person.

***Please take the time to review and update your emergency card that is currently on file with us!***

**(more - OVER)**

**IF THE SPEECH AND LANGUAGE CENTER /DOLLEY MADISON PRESCHOOL CANNOT BE EVACUATED/CLOSED, THE FOLLOWING “SHELTER IN PLACE” PROCEDURES WILL BE USED:**

Each teacher and classroom assistants will take the children to Rooms 106/107 (“shelter in place”).

**EARTHQUAKES**

Get the children in a strong doorway or under tables in a corner away from windows.

If outside, avoid walls, power poles and other objects which could fall. Do not let the children run. Move to an open area away from all hazards.

**FIRE**

See Fire Drill/Evacuation Plan (designated evacuation routes) posted in each room.

**FLOOD**

The teacher and assistants move the children to the second floor of the preschool building.

**LIGHTNING**

Get the children indoors. Take a head count.  
Do not use electrical appliances.  
Do not sit near windows, doors or sinks.