

**World Bank Children's Center (WBCC)
Operated by KinderCare Education at Work (KCEW)
Under the Management of Global Corporate Solutions (GCS)**

Emergency Preparedness Plans

KCEW, as the operator of the WBCC is responsible for ensuring the safety and security of the children. KCEW takes the lead in ensuring that their staff adheres to its corporate guidelines and they will coordinate actions with the World Bank Contract Manager, as well as the World Bank Security Operations Center (202-458-4489), DC local authorities and families/guardians, as necessary.

1) Immediate Evacuation of the Area Surrounding C, I and Int'l Square Buildings

The following plans outline the process the Children's Center will follow **ONLY** if an evacuation of the building or the site is necessary. It is our hope that families will be able to pick up children in a timely manner at their sites. However, if this is not possible, the Children's Center will follow the following process.

For an update on any emergency situation that occurs at the Center that requires the center to be evacuated, please call 202-473-KIDS (202-473-5437). Please bear in mind that the safety of the children is our number one priority, and therefore, parents will not be immediately notified of the ongoing situation until the children have been moved to a safe location.

In case a site is evacuated to a new location, parents will receive a message from the WBCC on details of where the children have been moved. This will most likely be communicated to parents via e-mail **or text through the WBCC's Tadpoles App**.

Parents are **REQUIRED TO PICK UP** their child within an hour of notification from the WBCC. **Children may NOT be dropped off in the event of an evacuation or shelter-in-place.**

List of possible evacuation destination depending on situation:

- **FIRST** - To any of the other WBCC sites (C, I & Int'l Square)
- MC Bldg at 1818 H St NW – Preston Auditorium (MC-1), MC Wolfensohn Atrium or Rm MC 4-800
- I Bldg Meditation Rm, B1-level at 1850 I St NW Rm B1-057
- IFC Building Auditorium (F-B2)
- Nat'l. Association of Broadcasters Bldg, 1771 N St NW, Washington, DC 20036 [near C Bldg]
- If all Bank owned buildings are closed, the WBCC will head to the nearest public place such as the Mayflower Hotel on 1127 Connecticut Ave NW, Washington, DC.

Reminder to Parents – please provide the WBCC with an update of your Emergency Contact Numbers & E-Mail Addresses. It is important that parents update their records with their respective classroom teachers, in KCEW's Enrollment Agreement Forms and Family Connection website which KCEW regards as the official record of each child's information.

2) WBCC Shelter-in-Place Emergency Procedures

Children will remain in the center. The children will be moved to the hallway, studio or indoor play areas (piazza) away from the windows.

3) WBCC Administrative Response in Emergency Situations

- In the event of an emergency situation, the Center Director shall declare an emergency situation and institute the appropriate response actions. In the event that Center Director is not available, the next person in authority shall assume the responsibilities of the Center Management.
- Center Management: Each Site at WBCC has specific site supervisors and they will be responsible for coordinating with the Center Director (currently Kate Zieleniewski) and the Alternate - the Assistant Center Director (currently Henriette “Elly” Solomon) of the emergency situation.

<u>Site</u>	<u>Site Supervisors</u>	<u>Office Telephone #s</u>
C Bldg 1 st Floor	Linda S Rodgers Fatu Bowers	202-473-7010 202-473-7010
C Bldg 2 nd Floor	Katarzyna ‘Kate’ Zieleniewski	202-473-3790
I Bldg	Henriette “Elly” Solomon	202-473-3177
Int’l Square/I Bldg	Anita Mhina	202-473-6061

- The Center Director will in turn take the lead in coordinating with the World Bank’s Contract Manager (presently Constance Uy) and with KCEW’s Headquarter Office by notifying KCEW’s District Leader (currently Preston Brown) and the World Bank’s Security Operations Center (emergency # is 202-458-8888 or the non-emergency # is 202-458-4489). In the absence of the Center Director or the Assistant Director or the Bank’s Contract Manager, and where time is of the essence, each of the Site Supervisors will directly coordinate with either the World Bank’s Security Operations Centers or the local authorities.
- Each site supervisor will be responsible for coordinating with the Center Director (currently Kate Zieleniewski) and the Alternate - the Assistant Director (currently Henriette “Elly” Solomon) of the emergency situation.
- During evacuations, Center staff continues to adhere to :
 - adult to child ratios
 - KCEW safety procedure of taking **name to face attendance** and ensure that all children are present and accounted for.
 - KCEW staff will take along its classroom attendance sheet and emergency backpack which contains the Emergency Contact Information of the parents and First Aid Kit.
 - KCEW staff will count the # of children being evacuated and count the children once they reach the evacuation destination. KCEW staff will need to ensure that all children in attendance are all included in the evacuation.
 - Once safely situated, KCEW staff is required to take the name-to-face attendance using the classroom attendance.
- To assure that complete evacuation has occurred, **the last person to leave each part of the building will conduct a final, thorough ‘sweep’ of all areas accessible to children.** The Site Supervisor will be the last person to leave the building, and will perform the final ‘sweep’ to ensure that no one is left behind.
- WBCC’s Management Team will be responsible for notifying families via e-mail or text message using Tadpoles. (WBCC management staff to refer to Step-by-Step instructions on procedures for updating the Emergency Phone Line). The Center Director (currently Kate Zieleniewski) is the primary person responsible for updating the emergency system’s voicemail, with Elly, Linda, Fatu & Anita acting as Alternates in this order). Every reasonable attempt shall also be made to post a note at the Center identifying the evacuation location.
- Individual family as well as staff concerns will be mediated by the Center Director.

4) WBCC Emergency Preparedness Practices

- a. Fire Drills - monthly fire drills with teachers & children. Timing will be varied to include early morning, meal times and nap times. These are unplanned and un-announced drills. These drills allow the Center

the opportunity to practice and to ensure that our teachers and children are familiar with the procedures we follow during such situations.

- b. Shelter in Place Drills- the WBCC participates in the drills (teachers & children) twice a year in coordination with the World Bank's Fire Life and Safety Team
- c. CPR/First Aid - KCEW staff receives CPR/First Aid Training as part of their training.
- d. Emergency Backpacks - Each classroom have emergency backpacks that are stocked with first aid supplies and emergency contact list.
- e. Each site is stocked with a 1-day supply of perishables and a three (3) day supply of staples at all times.

5) WBCC Emergency Contacts

- a. WBCC Listserv – This e-mail distribution list is maintained by KCEW staff on a regular basis. As quickly as possible, families will be sent an email or text with the information regarding the center's actions during an emergency situation.
- b. KCEW will also notify the World Bank's Security Operations Center (Tel 202-458-4489) so that they are made aware of any ongoing actions being taken by KCEW.
- c. WBCC will contact KCEW Headquarters thru notification of the District Leader (currently Brittany Colson, cell 703-585-8386) or the Client Relations Liaison (currently Suzanne Sutherland, cell 971-346-1378).

6) WBCC Medical Emergency Procedures

- a. In the event of a medical emergency, KCEW staff will call 911 directly (must dial 9-911 to call out using Bank phones).
- b. To ensure that the ambulance goes to the right place, caller is to provide the address and classroom number of their respective centers. It is important that caller provides the correct physical address of the site, provided below:
 - a. **I Building** – 1850 I St NW, Washington, DC on ground floor, classroom number. Tell dispatcher that it is at a children's center, at the World Bank I Building
 - b. **International Square** – 1875 I St NW, Washington, DC on ground floor, classroom number. Tell dispatcher that it is at the International Square building, at a children's center, next to the Starbucks by Farragut West Metro station, on I St, between 18th and 19th St NW
 - c. **C Building** – 1225 Connecticut Ave NW, Washington DC and indicate if on ground floor or on second floor, classroom number. Tell dispatcher that it is at a children's center, and the main entrance to the building is on 1225 Connecticut Ave NW corner N St NW
- c. KCEW staff is to make a second call to the World Bank emergency line ext 88888, to notify the Security Operations Center (SOC) that they have called in an ambulance. The SOC will in turn notify the respective Security Officers of the respective sites, to expect the ambulance, and to direct the ambulance to the children's center, if necessary.