

Emergency Guide For Parents: NIH Child Care Centers Operations

In an Emergency situation at the NIH, emergency response personnel will make the determination to relocate, evacuate or “shelter in place” the children and staff of the three NIH Child Care Centers.

The NIH Emergency Management Branch has developed **Relocation** plans for each of the NIH Child Care Centers to alternate nearby sites. This relocation would be temporary, until the center can be re-occupied or until all children are picked up by parents.

In the event of an **Evacuation** of the NIH Campus, it is anticipated that parents or designated adults would retrieve children from the Centers or the Center Relocation site. Center staff would remain until all children are released to a parent or guardian. All parents should designate on Emergency Information forms the names of additional adults approved to pick-up a child, in case there is a disruption to the normal routine.

In an Emergency Situation when the need to “**Shelter in-Place**” is determined, the following guidelines will apply:

- ❑ Sheltering in-place provides short term or longer-term care for children when normal routines are interrupted.
- ❑ Facility notification for sheltering in-place will come from the NIH Division of Public Safety to the directors or designated staff in-charge of the Child Care Centers.
- ❑ If directed, the Center Director will ensure that all doors and windows are closed and secured.
- ❑ A sign will be posted on the front entrance to the facility informing parents/visitors of “Sheltering In-Place Emergency” and under what circumstances entry and exit will be permitted.
- ❑ To minimize the introduction of outside air, it may be necessary to prohibit entry and exit. The Division of Public Safety will give specific instructions to the Center Director.
- ❑ It is recommended that a telephone tree, e-mail distribution list or some alternate method of communication with parents be established and tested to relieve the number of phone calls that may be coming in to the center during this event.

**If you have questions about these procedures, please speak to the Center Director
Or call the NIH Child Care Programs Manager at 301-402-8180.**