

EMERGENCY PREPAREDNESS PLAN

PROCEDURES FOR AN EMERGENCY:

FIRST RESPONSIBILITY OF STAFF:

- TO MOVE THE CHILDREN TO Specified SAFE AREA.

TYPES OF EMERGENCIES AND PLAN:

- FIRE: EVACUATION PLAN
- SEVERE WEATHER/TORNADO: SAFE SHELTER
- CHEMICAL SPILL: SHELTER IN PLACE
- HOSTILE PERSONS/ TERRORISM: SHELTER IN PLACE

HOW WE RELOCATE CHILDREN TO SAFE AREA/SHELTER:

- THE CAREGIVER IN CHARGE OF THE CHILD OR GROUP WILL TAKE ROLL CALL SHEET
- CHECK BATHROOMS FOR CHILDREN
- LINE THEIR CHILDREN UP
- COUNT EACH CHILD PERFORM A NAME TO FACE RECOGNITION
- MOVE THEM SAFELY TO THE EVACUATION AREA

WHERE ARE EVACUATION/SAFE SHELTER DIAGRAMS AT?

- EACH CLASSROOM
- OFFICE AND KITCHEN
- IN THE EPP BOOKS AND RED EMERGENCY BAG.

ALTERNATE SHELTER AWAY FROM THE CENTER?

IN THE EVENT OF FIRE OR EMERGENCY REQUIRING CAMPUS EVACUATION, ALL STUDENTS WILL BE WALKED ACROSS THE STREET TO MCNEILL ELEMENTARY SCHOOL, OUR EVACUATION SITE.

H.F. McNeill elementary School
Principal: Ms. Amber Barbarow
Main Office PHONE: (832) 223-2800
FAX: (832) 223-2801
7300 S Mason Rd
Richmond, TX 77407

HOW WILL CHILDREN BE ACCOUNTED FOR?

- TEACHERS/CAREGIVERS WILL HAVE THEIR ROLL ATTENDANCE SHEET
- NAME TO FACE RECOGNITION OF EACH CHILD AND HEAD COUNT
- TEACHER DISPLAYS GREEN FACE CARD ALL PRESENT, RED IF CHILD IS MISSING.

HOW WILL STAFF EVACUATE WITH PARENT EMERGENCY CONTACT NUMBERS & EMERGENCY TREATMENT AUTHORIZATIONS?

- ADMIN (MYRIAM OR PERSON IN CHARGE) TAKES THE RED EMERGENCY BAG WHICH CONTAINS ALL PARENT CONTACTS, THE EMERGENCY PLAN, ALLERGY INFORMATION AND AUTHORIZATION FOR EMERGENCY TREATMENT INSIDE

HOW WILL THE SCHOOL COMMUNICATE DURING AN EMERGENCY?

- **FOR FIRE OR EVACUATION:** EVACUATE BUILDING, DIAL 911 FROM ANY CELL PHONE OR PHONE AT MC NEIL ELEMENTARY IF RELOCATED
- **FOR POLICE OR EMS SERVICES:** ADMIN OR CAREGIVER WILL CALL 911. SCHOOL ADMIN WILL USE CELL PHONES IF POWER IS OUT OR IF SCHOOL HAS EVACUATED OUTSIDE THE BUILDING.
- **FOR HEALTH EMERGENCY:** ADMIN WILL CALL (281) 342-7469
- **DFPS:** ADMIN WILL CALL (281) 341-4082
- **PARENTS:** OFFICE WILL SEND MASS EMAIL OUT TO PARENTS. IN THE EVENT OF EMERGENCY WHERE SCHOOL HAS EVACUATED OUTSIDE THE BUILDING, INSTRUCTIONS WILL BE PUT ON SCHOOL WEBSITE (www.montessorihouseforchildren.com) SCHOOL ALERTS DUE TO WEATHER & EMERGENCY WILL BE POSTED TO OUR WEBSITE.
- **CHEMICAL SPILL OR HOSTILE PERSON:** 911 WILL BE CALLED, INSTRUCTIONS TO CLASSROOMS GIVEN OVER INTERCOM SYSTEM AND MASS EMAIL TO PARENTS THROUGH CCM.

SHELTER IN PLACE PROCEDURES: (HOSTILE PERSON/CHEMICAL SPILL)

- ADMIN WILL CALL 911 AND STAFF WILL BE GIVEN INSTRUCTIONS OVER OUR INTERCOM SYSTEM
- AIR CIRCULATION WILL BE SHUT DOWN DURING A CHEMICAL SPILL/AIR QUALITY CONCERN

WHEN TO PRACTICE DRILLS

- FIRE DRILLS PRACTICED MONTHLY AND RECORDED
- SEVERE WEATHER DRILLS PRACTICED QUARTERLY AND RECORDED

LOCATION OF EVACUATION/RELOCATION DIAGRAMS:

- EACH CLASSROOM WHERE CHILDREN RESIDE HAVE A DIAGRAM POSTED NEAR THEIR ENTRANCE DOOR

NON-EMERGENCY OR AFTER HOURS CONTACT NUMBERS:

- SHERIFF'S OFFICE: 281-342-6116
- SCHOOL MANAGER: 281-468-0160
- SCHOOL DIRECTOR: 713-875-3347

DFPS HAS THE OWNERS NUMBERS ON FILE

BOB NELSON: (281) 610-6585

PAMELA NELSON: (281) 468-0160

WHO IS INFORMED OF THE EMERGENCY PREPAREDNESS PLAN?

- EMPLOYEES ARE INFORMED DURING ORIENTATION
- IF THE PLAN IS ALTERED OR CHANGED THEREAFTER

HOW ARE PARENTS MADE AWARE OF THE EMERGENCY PREPAREDNESS PLAN?

- IT IS AVAILABLE FOR REVIEW BY PARENTS AT ANYTIME AND IS LOCATED IN THE LOBBY'S WHITE BINDER
- THE EMERGENCY PLAN IS FOUND IN THE PARENT HANDBOOK
- THE EMERGENCY PLAN IS ON OUR WEBSITE AT:
WWW.MONTESSORIHOUSEFORCHILDREN.COM