



# **Emergency Preparedness Plan**

*School Phone Number and Address:*

*512-327-3274 Bldg. 1*

*512-327-8166 Infant Center*

*512-327-3085 Pandas Classroom*

*2525 Wallingwood Drive, Ste. 100*

*Austin, Texas 78746*

*EMS or Fire Dept. directions:*

*Timberline Office Condominiums*

*Bldgs. 1 & 4*

# Off –site Evacuation Locations:

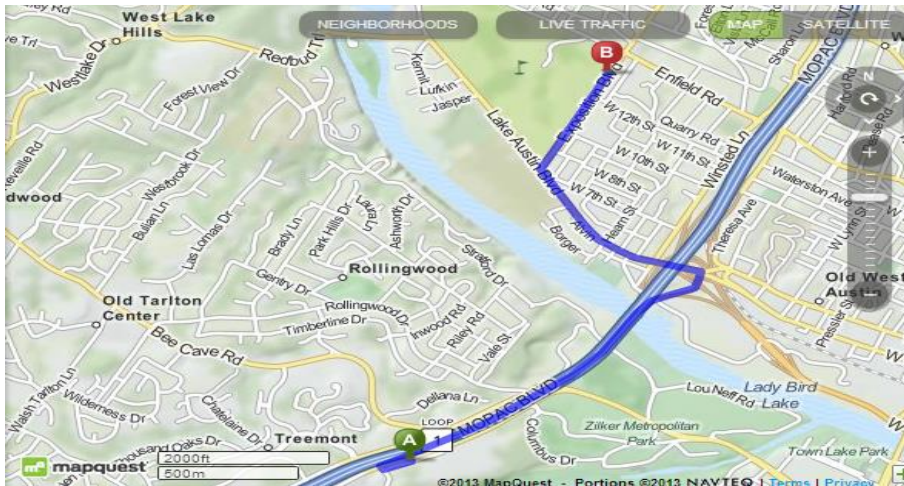
*In the event of an entire school campus evacuation*

## West Austin Youth Academy (WAYA)

1314 Exposition Blvd.

Austin, Tx. 78703

473-2528

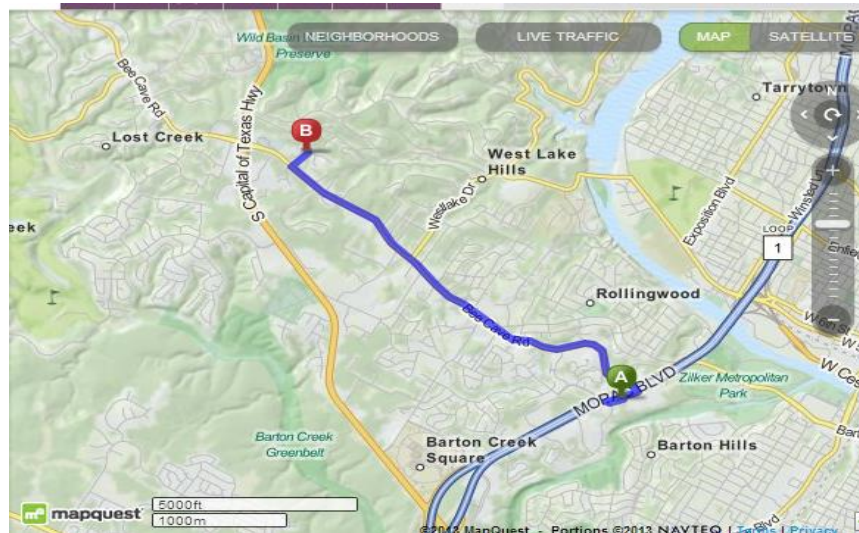


## Westlake United Methodist Preschool

1460 Red Bud Trail

Austin, Tx. 78746

512-327-1337



# Important Phone Numbers:

## Emergency Numbers:

All Emergencies	911
Non Emergencies	311 or 974-5000
Animal Control	311
Abuse-Child / Adult	1-800-252-5400
Electric-Austin Energy	322-9100
Poison Control	1-800-222-1222
Drug, Alcohol, Suicide Prevention (MHMR)	472-4357
Texas Gas Co.	1-800-959-5325
Water Emergency Dept.	972-1000
Rape-SafePlace (Austin Rape Crisis)	267-7233
Road Closings (TX travel and Road conditions)	1-800-452-9292
Toxic Chemical Spill (National Response Center)	1-800-424-8802
Texas Dept. of Family & Protective Services (TDFPS)	1-800-252-5400
Texas Dept. of State Health Services (DSHS)	776-7111
Shirley Gamble (owner)	350-5535
Charley Tucker (owner)	743-2302

## Hospitals

Brackenridge	601 East 15 <sup>th</sup> Street	324-7000
Dell Children's Medical Center	4900 Mueller Blvd.	324-0000
Seton Central	1201 West 38 <sup>th</sup> Street	324-1000
South Austin St. David's	901 W. Ben White Blvd.	447-2211

# **Safety and First Aid Equipment:**

## **Fire Extinguishers:**

Fire Extinguishers are located inside each classroom and in the hallways, break room, and kitchen. The office manager is responsible for the monthly inspections of equipment and documenting the readings appropriately. Once a fire extinguisher is used, it must be recharged.

## **Smoke Detectors:**

Smoke detectors are mounted in each classroom and controlled through the building's fire monitoring system. Battery powered smoke detectors are located in the infant classrooms and Panda classroom. Both are checked monthly by the office manager. The monitoring systems are tested through monthly fire drills and battery powered detectors are checked manually.

## **Carbon Monoxide Detectors:**

Carbon Monoxide detectors are mounted in hallways and in the infant center and Panda classroom. The batteries are checked monthly by a Director designee.

## **Emergency Evacuation Bag Contents:**

Each classroom has an emergency evacuation bag. These bags contain: First Aid Kit, Epi-Pens (to be taken at the time of evacuation) Flashlight, Diapers, Wipes, Gloves, Plastic bags, Plastic cups, Children's Books, Emergency Preparedness Plan, Cell phones, and Staff phone list.

The school office has an emergency evacuation bag. This bag contains: First Aid Kit, 3 Flashlights, Parent Contact Notebook, Directions for calling ADT, Staff phone list, and the Emergency Preparedness Plan.

The Housekeeper has an emergency kit. This kit contains: 12 gallons of bottled water, 12 individual bags of Goldfish, Refrigerated medication (to be taken at the time of evacuation), Cell Phone, Staff phone list, and the Emergency Preparedness Plan.

## **School Closure Guidelines:**

Child's Day follows the City of Austin closings due to bad weather. We will re-open when the city offices re-open. For information regarding school closing tune in to your local TV or radio stations. Child's Day will use the ADT phone tree system to alert all parents of school closing when an emergency happens during the day. Parents are to pick up their children immediately when called.



# Emergency Preparedness Plan

## 1. Emergency Response Procedures:

### Evacuation of School Building:

#### Bldg. 1 & Bldg. 4

<p><b>Action:</b></p>	<ul style="list-style-type: none"> <li>• Every class will leave the building (evacuate) immediately and go to designated area. Designated routes are posted in each room on the fire drill evacuation sign.</li> </ul>
<p><b>What to take:</b></p>	<ul style="list-style-type: none"> <li>• Each <u>teacher</u> will take:             <ol style="list-style-type: none"> <li>1) Classroom evacuation bag</li> <li>2) A current sign in sheet</li> <li>3) The Blue Binder</li> <li>4) Personal cell phone</li> </ol> </li> <li>• <u>Office staff</u> will take:             <ol style="list-style-type: none"> <li>1) Emergency bag</li> <li>2) Parent Contact notebook</li> <li>3) First Aid Kit</li> </ol> </li> <li>• <u>Housekeeper</u> will take:             <ol style="list-style-type: none"> <li>1) Evacuation kit</li> <li>2) Refrigerated Medication</li> </ol> </li> </ul>
<p><b>Before Leaving The Building</b></p>	<ul style="list-style-type: none"> <li>• Each <u>teacher</u> will:             <ol style="list-style-type: none"> <li>1) Close the classroom door</li> <li>2) Escort children to the designated area</li> <li>3) Notify Administration if a child is missing during the evacuation.</li> </ol> </li> </ul>
<p><b>All Clear:</b></p>	<ul style="list-style-type: none"> <li>• Teachers will stay in designated area with children until the “all clear” signal has been given by an administrator.</li> </ul>



**Lock Down Procedure:**  
**Stay in classroom**



<b>Action:</b>	<ul style="list-style-type: none"><li>• An alert is given through intercom system “lock down” for bldg. 1</li><li>• An alert is given through a phone call “lock down” for bldg. 4</li><li>• Move children to a safe area in the room; if outside, move to the Handyman’s Work Room, if in the activity room, move to the closest classroom.</li></ul>
<b>What To Do:</b>	<ul style="list-style-type: none"><li>• Dead bolt all doors in the classroom</li><li>• Pull down all shades to windows and cover classroom door glass window</li><li>• Move children away from all windows</li><li>• Turn off lights in the classroom</li><li>• Remain calm so children remain calm</li></ul>
<b>All Clear</b>	<ul style="list-style-type: none"><li>• Teachers will stay in designated area with children until the “all clear” signal has been given. The signal will be verbal and in person by a Child’s Day administrator.</li></ul>





# Off-site Evacuation: Transporting children by foot or vehicles



<b>Action:</b>	<ul style="list-style-type: none"> <li>All school intercom announcement telling staff to evacuate the entire campus to a designated school / location due to chemical spill, severe facility problem, explosion, or other reasons that threaten safety as deemed necessary by the Administration.</li> <li>Off-site evacuation locations are:             <ol style="list-style-type: none"> <li>Westlake United Methodist Preschool, 1460 Red Bud Trail, 78746, 327-1337</li> <li>If access to Bee Cave is blocked: West Austin Youth Academy (WAYA), 1314 Exposition Blvd., 78703, 473-2528</li> </ol> </li> </ul>
<b>What To Take:</b>	<ul style="list-style-type: none"> <li>Each <u>teacher</u> will take:             <ol style="list-style-type: none"> <li>Classroom evacuation bag</li> <li>A current sign in sheet</li> <li>The Blue Binder</li> <li>Personal cell phone</li> </ol> </li> <li><u>Office Staff</u> will take:             <ol style="list-style-type: none"> <li>Emergency bag</li> <li>Parent Contact notebook</li> <li>First Aid Kit</li> </ol> </li> <li><u>Housekeeper</u> will take:             <ol style="list-style-type: none"> <li>Evacuation kit</li> <li>Refrigerated Medication</li> </ol> </li> </ul>
<b>Before Leaving the Building:</b>	<ul style="list-style-type: none"> <li>Each <u>teacher</u> will:             <ol style="list-style-type: none"> <li>In the case of vehicle transportation, the administrator needs a written list of children assigned to each driver</li> <li>Close the classroom door</li> <li>Escort children to the designated area (your fire drill spot)</li> <li>Notify administration if a child is missing during the evacuation</li> </ol> </li> <li><u>Office Staff</u> will:             <ol style="list-style-type: none"> <li>Check school grounds for any remaining unaccounted for children</li> <li>Prominently post signage as to our destination</li> <li>Call all parents through our phone tree system (ADT)</li> </ol> </li> </ul>
<b>Upon Arrival:</b>	<ul style="list-style-type: none"> <li>Take Roll</li> <li>Check children for injuries</li> <li>Keep children together</li> <li>Be ready to follow instructions as necessary</li> </ul>
<b>All Clear:</b>	<p>The “all clear” signal and any other directions will be given at the designated location by a Child’s Day administrator.</p>

## 2. Response to a Crisis:

Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administration
<p style="text-align: center;"><b>FIRE</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>Conducted monthly</b></p>	<ol style="list-style-type: none"> <li>1. Attempt to extinguish the fire, if small and confined (e.g. trash can). Extinguishers are found in every hall way, break room, and sink area next to adult bathrooms.</li> <li>2. If fire is out of control, do not attempt to put it out.</li> <li>3. Pull the fire alarm by using the fire alarm pull stations. There is one by the front door, one in the lobby, and one in the activity room.</li> <li>4. Notify the office by using your intercom or phone (bldg.4)</li> <li>5. Evacuate the area using the Evacuation of School Building procedure.</li> <li>6. Confine the fire by closing the door to the area involved.</li> <li>7. Take roll once you reach your designated evacuation spot.</li> </ol>	<ol style="list-style-type: none"> <li>1. If not already done, pull the nearest fire alarm.</li> <li>2. Call 911 to report a fire (office manager)</li> <li>3. Implement evacuation plan</li> <li>4. Set up command center with communication capabilities. Retrieve enrollment notebook, cordless phone, and access to notify ADT (office manager).</li> <li>5. Take roll of children and staff (Assistant Director).</li> <li>6. Search building for missing children (Director).</li> <li>7. Assist with emergency personnel (Director).</li> <li>8. If unable to re-enter building, the office manager will call parents using ADT.</li> <li>9. Debrief personnel (Asst. Dir. and Director).</li> <li>10. Distribute talking points for the staff (Asst. Dir. and Director).</li> <li>11. Log all activities and decisions (Director).</li> <li>12. Complete fire drill log and report to licensing (Asst. Dir. and Director).</li> </ol>
<p style="text-align: center;"><b>Severe Storm / Natural Disaster</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>Conducted quarterly</b></p>	<ol style="list-style-type: none"> <li>1. Go to designated location for your classroom. All classes should go to inner hallways, away from windows. The Chicks and Ducklings will join together in the Chicks sleeping area.</li> <li>2. Take evacuation bag with flashlight.</li> <li>3. Take blue enrollment binder.</li> <li>4. Take roll once you are in your designated area.</li> <li>5. Cover the children with nap mats.</li> <li>6. Help the children to remain calm by you being calm.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call 911 (office manager).</li> <li>2. Determine whether or not to implement evacuation procedures (Director).</li> <li>3. Administer first aid, if necessary (Assistant Director).</li> <li>4. Designate someone to check all restrooms and classrooms for missing children (Director).</li> <li>5. Assist emergency personnel (Director).</li> <li>6. Debrief personnel (Asst. Dir. and Director).</li> <li>7. Call parents using the ADT system (office manager).</li> <li>8. Distribute talking points for the staff (Asst. Dir. and Director).</li> <li>9. Log all activities and decisions (Director).</li> <li>10. Complete severe weather log (Asst. Dir.)</li> </ol>



Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administration
<p data-bbox="196 239 599 275"><b>Intruder / Security Breach</b></p> 	<ol style="list-style-type: none"> <li>1. Approach and greet person. Ascertain legitimate purpose to be on campus.</li> <li>2. If needed, ask person to leave campus or escort them to the front office.</li> <li>3. If person will not leave, call the office through the intercom or phone (bldg.4) and alert administration that someone suspicious is in the building.</li> <li>4. Notice as much as possible about person's appearance for future identification.</li> <li>5. If "lock down" procedure is enacted via the intercom or phone, use procedures on page 2 of the manual.</li> </ol>	<ol style="list-style-type: none"> <li>1. If intruder cannot be removed, use the intercom and phone to indicate "lock down" procedure should be enacted (Director).</li> <li>2. Call 911 (office manager).</li> <li>3. Have multiple copies of floor plan for officials (office manager).</li> <li>4. Do not release anyone until officials give approval.</li> <li>5. Debrief personnel (Asst. Dir. and Director).</li> <li>6. Distribute talking points for staff (Asst. Dir. and Director).</li> <li>7. Email families (office manager).</li> <li>8. Complete licensing report (Director).</li> </ol>
<p data-bbox="191 823 605 1041"><b>Operational Crisis (poisons, water line break, hazardous material release, chemical spill, toxic fumes)</b></p> 	<ol style="list-style-type: none"> <li>1. Remove children from immediate danger.</li> <li>2. Contact administration.</li> <li>3. Wait for further instruction.</li> <li>4. "Shelter in Place" procedure is as follows: <ol style="list-style-type: none"> <li>a.) Close all doors.</li> <li>b.) Seal all doors with wet towels, and duct tape.</li> <li>c.) Turn off A/C or heat.</li> <li>d.) Use "shelter in place" supplies; bottled water, dry snack, cat litter, buckets</li> <li>e.) Wait for further instruction from office.</li> <li>f.) Do not open door for anyone, except office personnel or officials.</li> </ol> </li> <li>5. If told to evacuate, follow evacuation procedure on pg. 1.</li> <li>6. If told to conduct an off-site evacuation, follow off-site evacuation procedure on pg. 3.</li> <li>7. "Shelter in Place" items are stored in the following locations: <ol style="list-style-type: none"> <li>a.) FM / PU – classroom</li> <li>b.) PA – foyer</li> <li>c.) CO / HB – FM computer room</li> <li>d.) TU / LL / KA – storage closet across from KA</li> <li>e.) KO / RO– class bathroom</li> <li>f.) CH / DU - foyer</li> </ol> </li> </ol>	<p data-bbox="1101 779 1260 804"><b>For chemicals:</b></p> <ol style="list-style-type: none"> <li>1. If poison is unknown, call poison control and seek guidance (Dir.).</li> <li>2. If life threatening, call 911 (office manager).</li> <li>3. Ask for guidance about evacuation or lock down procedures (Director).</li> </ol> <p data-bbox="1101 1037 1175 1062"><b>Other:</b></p> <ol style="list-style-type: none"> <li>1. Administer first aid as needed (Assistant Director).</li> <li>2. Clear immediate area or execute evacuation plan (Director).</li> <li>3. Post warning signs (office manager).</li> <li>4. If "shelter in place" do the following: <ol style="list-style-type: none"> <li>a.) Call 911 (office manager)</li> <li>b.) Shut down main electrical power (Director)</li> <li>c.) Turn off gas / and water (Assistant Director)</li> <li>d.) Seal all doors (office manager)</li> <li>e.) Use intercom and phone to communicate with classrooms (office manager).</li> <li>f.) When officials give approval to open doors, call classrooms via intercom and phone (Director).</li> </ol> </li> <li>5. Call all parents using ADT system (office manager).</li> <li>6. Debrief personnel (Asst. Dir and Director).</li> <li>7. Distribute talking points for staff (Asst. Dir. and Director).</li> <li>8. Email parents (office manager).</li> <li>9. Report to licensing (Director).</li> </ol>

Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administration
<p data-bbox="297 239 500 275"><b>Bomb Threat</b></p> 	<ol data-bbox="643 195 1045 380" style="list-style-type: none"> <li>1. Use Evacuation of School Building procedure, and go to your designated spot.</li> <li>2. Take roll once you have reached your designated spot.</li> <li>3. Listen for further instructions.</li> </ol>	<ol data-bbox="1109 195 1523 1255" style="list-style-type: none"> <li>1. When bomb threat is received by phone, take notes during the call (office manager or person receiving call). <ol data-bbox="1143 321 1463 506" style="list-style-type: none"> <li>a). note possible location and timing of device.</li> <li>b). note caller's identity, age, emotional state, accent, discernible sounds in the background)</li> </ol> </li> <li>2. Call 911 (office manager or person who received the call).</li> <li>3. Notify the Director</li> <li>4. Implement evacuation plan (Director)</li> <li>5. Take roll of children and staff (Asst. Dir.)</li> <li>6. Check building for missing children (Director).</li> <li>7. Assist with emergency personnel (Director).</li> <li>8. If unable to re-enter building, the office manager will call parents using ADT.</li> <li>9. Debrief personnel (Asst. Dir. and Director).</li> <li>10. Distribute talking points for the staff (Asst. Dir. and Director).</li> <li>11. Log all activities and decisions (Director).</li> <li>12. Complete fire drill log and report to licensing (Asst. Dir. and Director).</li> </ol>
<p data-bbox="277 1339 521 1375"><b>Power Blackout</b></p> 	<ol data-bbox="643 1295 980 1415" style="list-style-type: none"> <li>1. Remain calm</li> <li>2. Have children "freeze".</li> <li>3. Reach for flashlight(s).</li> <li>4. Wait for further instructions.</li> </ol>	<ol data-bbox="1109 1295 1523 1514" style="list-style-type: none"> <li>1. Call Austin energy 332-9100 (office manager).</li> <li>2. Determine whether to implement Evacuation of School Building procedure (Director).</li> <li>3. Determine if parents should be called for school closure (Director).</li> </ol>