



**First Friends
Parent's Day Out
EMERGENCY
RESPONSE
PLAN HANDBOOK**

We have developed general operating guidelines, and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.

EMERGENCY COMMUNICATIONS If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions.

In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that parents do not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- The preschool website: www.firstfriendshouston.com

In times of emergency, general information will be shared with the community through major radio and television stations:

The staff of First Friends will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.

GOALS The primary goals of this plan are to: • Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident, or medical emergency.

- Prepare students and preschool staff to take appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

SCOPE

For purposes of this Emergency Preparedness Plan, preschool crises are organized into two categories: critical incidents and medical emergencies.

Critical incidents are events requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. They are not limited to natural and technological disasters, or security emergencies that adversely affect the normal operation of the preschool. Examples include: tornadoes, hurricanes, flooding, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, situations involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the preschool by law enforcement.

Medical emergencies are those possible life threatening situations arising from health conditions as well as unintentional injuries. Examples include cardiac arrest, serious illness or condition, seizure, playground accidents, and acts of violence that require emergency medical treatment. Preschool staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies. Acts of violence will also require law enforcement involvement.

A crisis incident, critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire preschool.

EVACUATION LOCATIONS

On-site Evacuation

There are several causes for evacuation utilized by the preschool.

Safe Room One is the typical on-site evacuation to a Safe Room, where students and staff are evacuated from their classrooms to a central “Safe Room” location in the preschool facility. Safe rooms are located in areas of the

building that maximize the safety of occupants. A Safe Room is used when evacuation would place students at risk. Safe Rooms may change depending on the necessity and emergency conditions. The most common on-site evacuation would be in response to a tornado warning, structural hazard, or severe outside environmental hazard.

Designated Safe Rooms:

Toddlers: men's bathrooms

Pre-k: downstairs bathroom hallway

Infants: Hallway outside infant room

Safe Room Procedures

Preschool Director

Order a Safe Room Evacuation for students inside and outside the facility.

Communication will be by walkie-talkie, cell phone, or word of mouth.

If warranted, the Director would shut off heating, ventilation and air conditioning to stop inflow of outside air into the building.

Teachers

Immediately move to Safe Room (if it is safe to do so) using the closest route to Safe Room

Teachers will take attendance and account for all students.

Report any missing students to the Director.

Be prepared to announce a change in status (drop, cover and hold)

No students or staff are allowed outside the building until the "All Clear" is given.

Lock Down and Hide

When there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, gang violence or civil disturbance. The staff will lock the doors and place children in the safest place possible in their classrooms or the nearest safe room that can be locked.

Lockdown and Hide Procedures

Preschool Director

The Preschool Director or designee will make the following announcement using walkie talkies, cell phones or runners: *"Your Attention, Please. We are in*

Lockdown and Hide emergency and you must lockdown and hide immediately. Teachers lock your doors and move children to a safe place inside your classroom. Ignore all alarms and bells unless advised otherwise. Stay quiet and as still as possible, use furniture to hide under or behind.”

Notify staff and classes outside to immediately move to Lockdown and Hide, Account for the students by making sure teachers have classroom rosters. Director or designated staff will call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the Preschool Close and lock all doors possible.

Teachers

Clear the hallway and bathrooms by your room moving everyone into the classroom.

Lock your doors, turn off your lights, and shut your blinds and windows. Move students and staff away from the doors and windows.

Have all persons sit down against an interior wall or position behind furniture.

Ignore all bells and alarms unless otherwise instructed (Intruders often set off alarms.)

Take attendance and be prepared to notify the Preschool Director of missing students or additional students, staff or guests sheltered in your classroom.

Allow no one outside of the classroom until the Preschool Director gives the “All Clear” signal.

Lockdown/Get Out

If an immediate life-threatening situation exists, exit immediately to a place of safety when possible

Fire Evacuation is when staff and students are moved out of the preschool facility to a safe location outside the building. Students are directed to leave the building and assemble at a designated site outside the facility. *Our fire drill designated location is in the front parking lot of the church.*

Procedures for Fire Evacuation

Activate fire alarm or otherwise alert staff that there is a fire by use walkie-talkies, cell phones, or word-of-mouth.

Evacuate the building quickly and calmly.

Take attendance sheets.

If caught in smoke, have everyone drop to hands and knees and crawl to exit.

Pull clothing over nose and mouth to use as a filter for breathing.

If clothes catch fire, STOP, DROP, & ROLL until fire is out.

If necessary, have staff person check areas where children may be located or hiding before leaving building.

Report any missing children to the Director immediately.

Gather in designated meeting place outside and account for all children and staff.

Call 911 from outside of building.

Do not re-enter building until cleared by fire department.

Fire Drills are practiced twice annually.

Evacuation to Off-Site Locations

We would move children to off-site evacuation site, as a result of a natural disaster or facility hazard, or bomb threat in which the preschool building is damaged or considered unsafe. The staff and students would need to immediately relocate to a different building.

In this case, the children are escorted across street to the *HCC Child Development Lab School at 3214 Austin Street*. Children and Staff will walk to this location across the open field to the church, and remain there until the "All Clear" is declared, or until Parent Reunification has been organized and parents have been notified when and where to pick up children.

Off-Site Evacuation to a Remote Location

In case of complete area evacuation due to toxic spill, explosion or gas leak, children would be moved by the Fire Department to *St. Matthew Lutheran Church at 5315 Main Street*. In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, due to a large non-confined hazard our local government agency will determine the mass shelter locations. All staff members will accompany their assigned children to the shelter and remain with them while families are notified.

After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by preschool staff to the Parent pickup location in response to the emergency incident for reunification. Students will only be released to persons who are listed on the student's enrollment form.

Procedures for Off-Site Evacuation to a Remote Location

These procedures are used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

Preschool Director

The Preschool Director will notify the Fire Department/Law Enforcement (911) that the preschool will need to be moved to a remote location as soon as possible. The Preschool Director will advise the teachers of the decision to implement the Off-Site Evacuation to a Remote location and begin evacuation procedures immediately. Announcing "Your Attention Please. For Safety Reasons, We are evacuating to our Off-Site Remote Location: St. Matthew Lutheran Church(713)526-5731. We will be implementing Family Reunification from our Remote Location. This move will be made with the help of the Fire Department and once the Fire Fighters arrive we will follow instructions for relocation. We will move all children to our Safe Room at this time."

Teachers

Take your class roster as you exit to the area. Take roll and account for all students. Report any missing students to the Preschool Director. After receiving the alert for Off-Site Remote Location evacuation, guide students to the Safe Room for movement to the relocation site. Account for all children at the remote location.

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and a remote site location is needed.

Preschool Director

The Preschool Director will inform the church staff of the need to relocate and, if possible, have the relocation site information put on the preschool website: firstfriendshouston.com. The Preschool Director will notify the church staff person at the relocation site to prepare for arrival of students.

Secure a holding area for arriving students and staff away from waiting family members. Set up an adult report area for parents/guardians to sign-in and to check identification. Set up a student release area where students will be escorted to meet their parent/guardian and sign out. Only release students to authorized persons after checking proof of identity and signing a student out. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

Account for your children. Sign children out to authorized family members only. Check I.D.'s if necessary. Follow the instructions of the Preschool Director when you arrive. You may be asked to assist in staffing the site areas for pick up and release or help in calming parents.

MEDICAL EMERGENCY

Preschool Staff Response – (All Staff are First Aid and CPR Certified)

Quickly assess the situation. Make sure the situation is safe for you to approach.

Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness.

Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location; describe illness or type of injury, and age of the victim(s).

Immediately inform the Preschool Director. Protect yourself against contact with body fluids (blood borne pathogens).

Administer appropriate first aid according to your level of training until help arrives.

Comfort and reassure the victim.

Do not move the sick or injured unless the scene is unsafe. If the victim is not breathing or there is no pulse, begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing.

Preschool Director

Direct staff to call 911, if necessary, and provide appropriate information to responders.

Send school staff with first responder/first aid training to the scene.

Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.

Assign a staff member to remain with the victim if they are transported to the hospital.

Notify parent or guardian of the situation, including type of injury or illness, medical care given, and location where the victim has been transported.

Ensure student/staff medical information from administrative records is sent to the hospital.

Develop and maintain written documentation of the incident.

Follow up with the parents or guardians.

Intruder Alert

What to do during class:

During class, you should immediately go into the darkest corner of the room and crouch as quietly as possible, away from the door and any windows. The teacher should lock the doors and turn off the lights. Stay quiet until instructed to move by the police or Preschool Director. At any point if you feel in danger, stay where you are inside the class as it is safest.

What to do during passing period:

First off, don't panic. The last thing the school wants is students running around not knowing what to do. Stay calm, and get into the nearest classroom as fast as possible. If the doors around you are already locked, hide somewhere unseen from the walkways. The last possible escape is off of campus, but try all of the other ways possible before, as that is the last resort.

What to do before school:

If at all sometime before school an intruder enters the school you should enter the nearest open classroom as soon as you can and follow the first instructions. If you are in your car, stay in there and don't drive away. It would cause mass panic to have everyone trying to speed out of the lots as soon as you could

What to do after school:

Follow procedures for all else, going into the nearest unlocked classroom. If all else fails, leave campus as quickly as possible.

If you are leaving school in the parking lots, get out of your car and run, but use common sense.

This is simply informational and should not be taken lightly. Try and remember to the best of your ability the ways to escape if First Friends ever has an intruder. However, the circumstances are highly unlikely and you should feel safe here. Don't keep this in the front of your mind, but remember this for times when it might just be needed. Stay safe, and keep calm when confronted.

Last tips:

If you are near the intruder, **STAY HIDDEN**. No one should try and be a hero or tackle the intruder. This person may be armed and they should never be threatened in any way possible

If you are spoken to, **DO EVERYTHING THEY ASK**. It may seem like a terrible idea, but refusing to comply results in the intruder feeling threatened and their actions will be more consequential than would be without such action taken.

Emergency Phone Numbers

Police, Fire, Medical Emergencies 911

Poison Control 1-800-222-1222

Child Abuse 1-800-252-5400

HCC 's Child Development Lab School(evacuation) 713-718-5437

St. Matthew's Lutheran Church (remote evacuation) 713-526-5731

Pastor Evan McClanahan (church pastor) 713-203-1342

Amanda McClanahan (executive director, First Friends) 713-203-1279

Church Office: 713-529-3589



EMERGENCY RESPONSE PLAN HANDBOOK On _____, I
_____, read and understood this Emergency
Response Handbook in full.

Signature
