

Small World ECEC Emergency Preparedness Plan



Emergency/Disaster Preparation Plan For:
Small World ECEC

Our Program Address is:

425 Engelking Street Sealy, TX 77474

Small World ECEC LLC Direct Phone Line:

979-885-7076 SWI 979-885-6200 SWII

Our Nearest Cross Streets are:

Loop 350 & Atchison Street

Our Out of Area Contact is:

New Beginings CDC- Martha Flores

1001 Schley

Eagle Lake, TX 77434

979-234-2785

Critical Phone Numbers:

- Police.....911
- Fire/Medics.....911
- Poison Control.....1-800-222-1222
- Child Protective Services.....1-800-252-5400
- Child Care Licensing.....1-800-595-3007
 - License Number.....1134766

Hospital Emergency Rooms

- St Joseph Hospital (Bellville).....979-413-7400
 - 44 N. Cummings
- Christus St. Catherine (Katy).....281-599-5700
 - 701 S. Fry Rd.
- Columbus Community Hospital (Columbus).....979-732-2371
 - 2122 Shult Dr.
- Scott and White Hospital (Brenham).....979-836-6173
 - 700 Medical Parkway
- Memorial Hermann Katy (Katy)281-392-1111
 - 23900 Katy Freeway
- Hermann Southwest (Houston).....713-456-5000
 - 7600 Beechnut Street
- Memorial City Hospital (Houston).....713-827-7093
 - 829 Frostwood Dr.
- Rice Medical Center (Eagle Lake).....979-234-5571
 - 600 S. Austin Rd.
- Texas Children’s Hospital (Houston).....832-277-1000
 - 18200 Katy Freeway

Electric Company is:

- TXU Energy.....1-800-332-7143

Gas/Water/Sewer Company is:

- City of Sealy.....979-885-3511

Director Cell Phone Contact (Linda Reichle).....979-203-5531

Assistant Director Cell Phone Contact (Janice Roberts).....281-851-9485

Assistant Director Cell Phone Contact (Jan Parson).....979-885-8102

Center’s Out of Area Contact (Martha Flores).....979-234-2785

Emergency/Disaster Preparation Plan

Center's Planned Evacuation Site:

- **First Baptist Church Of Sealy (Sealy).....979-885-3302**
 - **707 8th Street**
 - **Contact Person (Judd Cochran).....832-387-1668**

In the event that Small World is unable to stay at our location we will evacuate to First Baptist Church of Sealy. We will travel by walking and driving vans. The Red Building (SWII) will place all preschool children in a van and drive them; all afterschool children will begin walking to the new location. The White Building (SWI) will begin walking with all children who are 18 months and older, all infants will be placed in evacuation cribs which will be rolled to the new location. Please contact the church or the directors via the numbers listed in this handbook for further information during an emergency. We will begin calling parents as soon as we are relocated. We will continue to care for children including activities and diapering/potting procedures and operate in our normal fashion. We will continue to stay at our evaluation location until all children are picked up. We will release to authorized pick up person(s). When you arrive to pick up please check in with Janice Roberts or Jan Parson our authorized release coordinators before taking your child. In the event that phone lines are not working in our area please call our out of town contact Martha Flores, owner of New Beginnings Child Development Center @ 979-234-2785.

Center's On Site Evacuation:

- **Red Building if Evacuating White Building (Main Building)**
- **White Building (Main Building) if Evacuating Red Building**

Location of Fire Extinguishers:

- **White Building (Main Building)**
 - **Kitchen next to the refrigerator**
 - **Hallway next to the purple restroom**
 - **First room next to the laundry/utility room**
 - **Back door in outside classroom**
- **Red Building**
 - **In front kitchen by shelves**
 - **Room II between classrooms**
 - **By back door in Room I in back classrooms**
 - **Room II between back classrooms**

Gas Shut off Location:

- **MUST CONTACT CITY OF SEALY TO SHUT OFF GAS.....979-885-3511**

Water Shut Off Location:

- **When facing the White Building (Main Building) on the right, just past the end of the sidewalk in the grass near the Toddler Playground**
- **When facing the side of the Red Building located on Circle Dr., shut off is located next to the AC units**
- **MUST CONTACT CITY OF SEALY TO SHUT OFF THE MAIN WATER METERS 979-885-3511**

Electrical Panel Locations:

- **In White Building (Main Building) located in first room closet next to laundry/utility room (The Triangle Room Closet)**
- **In Red Building located in front kitchen on the outside wall**

Grab and Go Bag

- **One for each classroom located near emergency exits**
- **Contents: Emergency Forms for children and staff, flashlight, king size sheet, toilet paper, wipes, diapers, pull ups, trash bags**

Drills - Fire

White Building (Main Building)

Fire Drill – Monthly

Ring Fire Panel Bell

Oval and Heart Room – Pick up Grab and Go bag. Put infants in evacuation cribs and wheel out to front door to sidewalk by mailbox until instructions are given. Check roll sheets to make sure all children are accounted for.

Square Room – Pick up Grab and Go bag. Exit through foyer door and out to front door to sidewalk by mailbox until instructions are given. Check roll sheets to make sure all children are accounted for.

Circle Room – Pick up Grab and Go bag. Go outside by way of den door to 3 year old playground to back gate of driveway until instructions are given. Check roll sheets to make sure all children are accounted for.

Triangle and Diamond Rooms – Pick up Grab and Go bag. Exit through their doors to outside patio to gate of driveway until instructions are given. Check roll sheets to make sure all children are accounted for.

Star Room – Pick up Grab and Go bag. Exit through back door go through gate to patio area and to the gate of driveway until instructions are given. Check roll sheets to make sure all children are accounted for.

Red Building (SW II)

Fire Drill – Monthly

Ring Fire Panel Bell

Front Room I and II – Pick up Grab and Go bag. Exit front doors down the side of the building and wait for instructions. Check roll sheets to make sure all children are accounted for.

Back Room I and II – Pick up Grab and Go bag. Exit back doors to playground to side of wooden fence and wait for instructions. Check roll sheets to make sure all children are accounted for.

Drills – Severe Weather

White Building (Main Building)

Severe Weather Drill – Every 3 Months

Black Out is called out by Director and repeated by staff.

Oval Room - Pick up Grab and Go Bag. Put infants in evacuation cribs and wheel to adult bathroom and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Square Room - Pick up Grab and Go Bag. All children are lead to the hallway by the toy closet and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Heart and Circle Rooms – Pick up Grab and Go Bag. All children are lead to the bathroom between the two classrooms and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Triangle and Diamond Rooms – Pick up Grab and Go Bag. All children are lead through the utility room and into the den. Have children sit on floor furthest from the back door and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Star Room – Pick up Grab and Go Bag. All children are lead into the main building by way of the Circle Room. Have children sit on floor furthest from the back door and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Red Building – (SWII)

Severe Weather Drill – Every 3 months

Black Out is called out by Director and repeated by staff.

Front Room I and II – Pick up Grab and Go bag. Lead all children to the nearest bathroom and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Back Room I and II – Pick up Grab and Go bag. Lead all children to the nearest bathroom and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Drills – Lockdown

White Building (Main Building)

Lockdown Drill – Every 3 Months

Lock Down is called out by Director and repeated by staff. All outside doors are locked by staff.

Oval Room - Pick up Grab and Go Bag. Put infants in evacuation cribs and wheel to den and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Square Room - Pick up Grab and Go Bag. All children are lead to the den and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Heart and Circle Rooms – Pick up Grab and Go Bag. All children are lead to the den and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Triangle and Diamond Rooms – Pick up Grab and Go Bag. All children are lead through the utility room and into the den. Have children sit on floor furthest from the back door and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Star Room – Pick up Grab and Go Bag. All children are lead into the main building by way of the Circle Room. Have children sit on floor in the den and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Red Building – (SWII)

Lockdown Drill – Every 3 months

Black Out is called out by Director and repeated by staff. All outside doors are locked by staff.

Front Room I and II – Pick up Grab and Go bag. Lead all children to the nearest bathroom and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Back Room I and II – Pick up Grab and Go bag. Lead all children to the nearest bathroom and wait until instructions are given. Check roll sheets to make sure all children are accounted for.

Chain Of Command

A Chain of Command explains who each person/position duties are to fulfill to the best that they can for the safety of the children.

Emergency Response Coordinator

Linda Gafford

**Assistant Emergency
Response/Search and
Rescue**

Janice Roberts

Jan Parson

First Aid Coordinator

Maggie Reyna

**Communications
Coordinator**

Linda Gafford

Child Care Team Coordinator

Maggie Reyna

Child Release Coordinators

Jan Parson

Janice Roberts