

## **Emergency Action Plan**

**In the case of a chemical/biological emergency requiring shelter in place:**

**All will be evacuated to the back room.. The area will be secured and no one will enter or leave until notice of safe dismissal is given.**

**Teachers will be notified to move the children. They will bring their emergency backpacks alongside with their children's emergency information contact. They will also bring required resources to use to keep the children occupied in the case of an extended stay.**

**Emergency bucket has all necessary materials and will stay in the room at all times in case of an emergency.**

**Infant teachers will be prepared to move quickly to gather foods/bottles.**

**Infants will be placed in a "Fire Crib" and the crib will be rolled by the teacher and an aide to the safety zone. If necessary, infants may be carried by the teachers, director and/or teacher assistants.**

**Children under 24 months, or have limited mobility, or who may need help during evacuation, will have assistance gathering and walking slowly holding the "safety rope." If necessary, the children may be carried by teachers, the director and/or teacher assistants.**

**The Director or designated person will bring the supplies needed in the case of natural disaster evacuation.**

**The Director or designated person will forward the main school lines to her cell phone number. The cell number is 832-766-0407**

**Director will take the two-way radio (walkie talkie) to the secure area for communication.**

**Roll will be taken of classrooms and staff before the doors is secured.**

**Teachers will hold up notebooks as per fire drills and will follow normal emergency procedures. The Director or other authorized person will use a check off sheet to insure that all are present.**

**Outdoor exits will be locked and secured when the children are in place.**

**Signs will be posted on the outside of the doors stating the emergency plan.**

**Paper towels can be moistened and distributed to filter breathing if needed.**

**Water, diaper supplies, sanitizer, disinfectant, garbage bags, flashlights, radios, blankets, snacks and other items that are needed are in the Emergency bucket located next to the breastfeeding room.**

**Batteries for radios will be kept in this room and it will be used for outside communication. Personal cell phones will also be utilized.**

**Director or personal will shut off utilities as appropriate to the situation.**

**Medical supplies are in the emergency backpacks and in the Emergency box.**

**Teachers will remain calm and help to keep children calm by providing singing, reading and other resources.**

**All persons will wait in designated area until notification is given to be released.**

**All persons remain in place until notification is given and is all clear. The director or designated person will contact parents by telephone or by text message. If parent cannot be reached, then the designated contact on emergency forms will be contacted. Safety procedures will move forward until the children reunify with their parents or designated contact. All designated contacts will need proof of identification before any child is released.**

**If emergency calls for all to leave the building, teachers will escort the children out the back playground exit and will go to the Commercial Bank lobby. All children will sit along the wall and the teachers will be prepared to entertain the children.**

**The address is: Commercial State Bank  
29818 FM 1093- Suite 100  
Fulshear, Texas 77441  
281-346-0221**