



Emergency Preparedness Plan

EMERGENCY RESPONSE:

This plan outlines the procedures for emergency response, including communication strategies, student release protocols, general emergency actions, and hazard-specific procedures.

It will be reviewed annually by all school staff.

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EMERGENCY EVACUATION PLAN POLICY

This School Facility is responsible for creating evacuation plans that allow for the swift and safe evacuation of the facility, or portions of it, in the event of an emergency. Emergencies that may require evacuation include fire, bomb threats, explosions, floods, severe storms, hurricanes, tornadoes, toxic fumes, electrical failure, structural failure, utility disruptions, and incidents involving injury or illness. The facility's evacuation plans must prioritize safety and speed, ensuring that all individuals can exit the building promptly.

The evacuation plan will address three key scenarios:

1. **In-place Evacuation:** Keeping children and staff in place while securing the location for the specific emergency, such as during a tornado or chemical release.
2. **On-site Evacuation:** Moving children and staff members from affected buildings to safe areas within the campus.
3. **Off-site Evacuation:** Relocating children and staff, either partially or fully, to a designated area off campus.

The evacuation plans must include the following components:

- **Authority**
- **Evacuation Routes**
- **Evacuation Procedures/Locations**
- **Evacuation of Disabled Individuals**
- **Collection Points**
- **Personnel Accountability**
- **Assignment of Responsibilities**

Additionally, the evacuation plan must cover:

- **Command Post**
- **Medical/Triage Station**
- **Communication Systems**
- **Public Relations**
- **Transportation**
- **Shelters**
- **Record Keeping**
- **Food and Clothing Supplies**
- **Evacuation Cost Assessment**
- **Rescue and Cleanup Operations**

Review and Training:

- A. The Director will review and update the evacuation plan annually. A summary of the plan should be shared with the local Fire Department and Emergency Management Agency if required.
- B. All employees will be familiarized with the plan and trained on their specific responsibilities annually. New employees will receive this training during their orientation period.
- C. Children of appropriate age will receive training on emergency evacuation procedures during their orientation.
- D. Floor plans for each area, showing at least two exits and the traffic flow for evacuation, will be developed and posted in visible areas. Copies of the floor plans should be submitted to the local Fire Department and Emergency Management Agency if needed.
- E. Monthly fire drills will be conducted and documented.
- F. Quarterly tornado sheltering drills will be held and documented.
- G. Quarterly lock-down drills will be conducted and documented.
- H. Documentation for all drills will include the date, time, and the duration of the evacuation, sheltering, or lock-down process.

GENERAL INFORMATION

The safety of the children and staff members at the School Facility is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of Little Explorers Academy to ensure the safety of its children and staff members in the event of an emergency.

In the event of an emergency the School Facility Director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.

In the event of an emergency the School Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

EMERGENCY COMMUNICATIONS WITH PARENTS AND FAMILIES

In the event of an emergency during school hours:

- **Do not drive to the school** unless it is safe to do so or you have been instructed by school staff to pick up your child.
- **Telephone communication** may be disrupted due to damage to phone lines or outages of cell towers. Staff will contact parents as soon as possible.

Parents should refer to the following sources for information and updates:

- Local media
- School website: www.LittleExplorersKids.com
- Tune into the news media for emergency instructions.

In an emergency, updates about the status of the school will be communicated through various media channels. We ask parents not to call the school or church office during emergencies, as phone lines need to remain clear for critical communications. There may be instances where parents cannot pick up their children immediately or where children must be picked up at a location other than the school. Our primary concern is the safety of the children and staff, followed by the reunification of parents with their children.

General emergency information will be shared through major radio and television stations.

The staff at Little Explorers Academy is committed to preserving life, reducing emotional distress, minimizing injuries, and cooperating with local emergency preparedness agencies.

GOALS of Emergency Plan:

The main objectives of this plan are to:

- Develop effective crisis and security plans to safeguard students and staff, protect school property, and ensure the school operates smoothly during a crisis, critical incident, or medical emergency.
 - Equip students and staff with the knowledge to respond appropriately to natural, technological, or school-specific hazards.
 - Provide parents with access to the policies, guidelines, and procedures that will be implemented during emergencies.
-

SCOPE of Emergency Plan:

For the purposes of this Emergency Preparedness Plan, school crises are divided into two categories: **CRITICAL INCIDENTS** and **MEDICAL EMERGENCIES**.

- **CRITICAL INCIDENTS** require an immediate response from public safety agencies and are managed by school staff until officials arrive. These incidents can include natural disasters, technological emergencies, or security threats that disrupt normal school operations. Examples include tornadoes, hurricanes, flooding, severe weather, terrorist attacks, fires, hazardous material spills, hostage or kidnapping situations, weapon threats, explosions, and law enforcement pursuits near the school.
- **MEDICAL EMERGENCIES** involve potentially life-threatening health issues or unintentional injuries. These can include cardiac arrest, serious illnesses or conditions, seizures, playground accidents, or acts of violence requiring emergency medical care. School staff and emergency medical personnel have the primary responsibility for addressing medical emergencies, with law enforcement involved in cases of violence. Both critical incidents and medical emergencies can range from situations affecting a single student to large-scale events impacting the entire school.

EVACUATION PROCEDURES AND RELOCATION:

GET OUT:

If a life-threatening situation arises and immediate evacuation is necessary, children and staff will exit the building to a safe location when possible.

ON-SITE EVACUATION:

The school has several evacuation protocols for different situations. Safe Room One and Two are designated on-site evacuation areas. In the event of an emergency, students and staff will be evacuated from their classrooms to a central "Safe Room" inside the school. These rooms are chosen to provide the highest level of safety and may change depending on the emergency conditions. Typical situations that require on-site evacuation include tornado warnings, structural hazards, severe environmental conditions, or external threats like gang activity. The Safe Rooms are located away from windows and doors to maximize safety.

SAFE ROOM PROCEDURES:

- **School Director or Designee:** The Director will initiate the Safe Room evacuation for all students, whether inside or outside the building. Communication will occur via cell phone, word of mouth, or intercom. If necessary, the Director will turn off the HVAC system to prevent outside air from entering the building.
- **Teachers:** Teachers will quickly move to the nearest Safe Room, ensuring they use the safest route. They will take attendance and report any missing students to the Director. Teachers will be prepared to issue further instructions (e.g., "Drop, Cover, and Hold"). If needed, towels will be placed along the bottom of doors. No students or staff should leave the building, and all exterior doors and windows should be closed and locked. Teachers will monitor main entry points until the "All Clear" signal is given.

LOCKDOWN AND HIDE PROCEDURES:

Lockdown and Hide procedures are initiated when there is a threat of violence, such as intruders, shootings, hostage situations, gang activity, or civil disturbances. In such cases, staff will lock all doors and move students to the safest place within the classroom or to the nearest lockable Safe Room. Lockdown and Hide drills are held monthly.

- **School Director or Designee:** The Director will make the following announcement using the building intercom, cell phones, or runners:

"Your Attention Please. We are in a Lockdown and Hide Emergency. Please Lockdown and Hide Immediately."

- **Teachers:** Teachers will lock classroom doors and move children to a secure location. They will ignore alarms and bells unless otherwise instructed. Teachers will keep the group quiet and still, using furniture to shield students.
- 1. Notify all outside staff and classes to immediately move to Lockdown and Hide.
 2. Take attendance and ensure each teacher has a roster and emergency supplies.
 3. The Director or designated staff member will call 9-1-1, providing details about the emergency, including the location, intruder descriptions, and weapon information if available.
 4. Lock all doors and secure all windows and blinds.
 5. Clear hallways and bathrooms by directing everyone into the classrooms.
 6. Turn off lights and ensure everyone stays away from doors and windows.
 7. Have all staff and students sit against an interior wall or behind furniture.
 8. Ignore alarms and bells unless instructed otherwise.
 9. Teachers will take attendance and notify the Director of any missing students.
 10. No one will be allowed to leave until the "All Clear" signal is given by the Director.

Fire Evacuation:

In the event of a fire, staff and students will evacuate the school building to a designated safe area outside. Fire drills are practiced twice monthly, with the designated meeting location being along the street line of the parking lot in front of the building.

ON-SITE FIRE EVACUATION PROCEDURES: On-Site:

1. **Activate Fire Alarm or Notify Staff:** Staff will immediately activate the fire alarm or use intercom/cell phones to alert others.
2. **Evacuate:** All individuals will evacuate the building quickly and calmly using designated routes.
3. **Take Attendance:** Teachers will bring attendance sheets, First Aid Kits, and emergency backpacks.
4. **Smoke:** If caught in smoke, staff will drop to their hands and knees and crawl to the exit, covering their noses and mouths with clothing as a filter.
5. **Fire:** If clothes catch fire, **STOP, DROP, & ROLL** to extinguish flames.
6. **Check Areas:** If necessary, staff will check areas where children may be hiding before leaving the building.
7. **Report Missing Children:** Any missing children should be reported immediately to the Director.
8. **Gather at Meeting Spot:** Once outside, all children and staff will assemble in the designated meeting area.
9. **Call 911:** Staff will call 911 from outside the building.
10. **Do Not Re-enter:** Staff will not re-enter the building until cleared by the fire department.

OFF-SITE FIRE EVACUATION PROCEDURES: Off-Site:

If the school building is damaged or deemed unsafe, children and staff will evacuate to an off-site location.

The primary off-site location: **Klein Volunteer Fire Department - Station 7**
19302 T.C. Jester Blvd
Klein, TX 77379 Phone: 281-607-4660

Staff and children will walk across the field and street to the Fire Department, where they will remain until the "All Clear" is given or until parents are notified and reunification occurs.

1. **Notification:** The Director will notify Fire Department/Law Enforcement (911) of the need to evacuate to a remote location.
2. **Announcing:** The Director will announce via intercom
3. **Take Attendance:** Teachers will bring rosters and emergency supplies as they guide students to the Safe Room for movement to the relocation site.
4. **Report Missing Children:** Teachers must report any missing students to the Director.
5. **Family Reunification:** Once at the remote site, staff will follow procedures for family reunification. This includes setting up a check-in area for parents to verify identification before releasing students.

FAMILY REUNIFICATION:

In cases where the school is evacuated to an off-site location, the goal is to reunite children with their families in a safe and organized manner.

1. The Director will ensure that the relocation site is prepared and notify staff to set up a secure holding area for students, away from waiting family members.
2. A sign-in area for parents/guardians will be established to verify identity before releasing children.
3. Students will only be released to authorized individuals, as verified through identification checks and student sign-out procedures.
4. Once parents/guardians have signed out their children, they will be instructed to leave the site to make room for others.
5. Teachers will assist in accounting for children and ensuring only authorized persons are allowed to pick them up.

This organized approach ensures a safe and efficient evacuation and reunification process for both students and staff.

GENERAL FIRE EMERGENCY PROCEDURES

- Evacuate the area of the fire (always stay low as smoke and heated gases collect near the ceiling first).
- Activate the fire alarm located in the Reception Area.
- Call **911**, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to be out of order.
- The facility director, or designee, will designate a person, or persons, to go to the
 - nearest intersection to direct the fire department vehicles to the scene.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department the facility director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children, or the staff members calls for evacuation to the outside area, away from the building.
- All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

1. The School Facility's fire extinguishers are located as follows:
 - a. 1 at the End of Each Hallway –
near back doors and near Adult Restrooms = 4 total.
 - b. 1 in the Staff Break Room.
 - c. 1 in the Laundry Room under the Sink.
 - d. 1 in the Kitchen next to the back door.
 - e. 1 **Grease Fire Extinguisher** (SILVER) next to the Entrance Door of the Kitchen.

Each staff member is responsible for becoming familiar with the use of fire extinguishers.

- Ensure that no re-entry is attempted until authorized by the fire department.

The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

1. **Yellow smoke** may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
2. **Gray smoke** with **brown wisps** is indicative of any electrical fire. Again, the area should be evacuated immediately, and all should stay clear of the area.
3. **Gray-black** smoke is indicative of a primary fire. The priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

ILLNESS OR INJURY:

Minor Injuries-

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's files.
4. Consult family members, as appropriate.

Major Injuries-

1. Employ first aid techniques as trained, if needed
(Please see the Attached Appendix A for detailed information).
2. Contact **911**, if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.
4. Contact family members or emergency contact.

DEATH-

No Filming or Photography Will Be Permitted Inside or Outside the Building in the Case of A Death.

If a death occurs at the School Facility the following should be contacted immediately:

- a) Call **911**, request emergency assistance.
- b) Contact local Law Enforcement; allow them to notify the family members.
- c) The facility director and/or owner.

1. The body should not be moved or tampered with.
2. All children should be moved to a part of the building away from the body.
3. The children should only be told what is essential for them to know about what has occurred but should be offered comfort and counseling as needed.
4. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's Owner.

BOMB THREATS:

Never Move or Touch Unidentified or Suspicious Objects.

Telephone Threat:

The staff member that received the call should tell another staff member that a bomb threat is in progress so that:

1. The building may be immediately evacuated, and Local Law Enforcement may be contacted via 911.
2. The receiver of the call should keep the caller on the line as long as possible.
3. Information should be recorded on the Bomb Threat Form as quickly as possible.
4. Information sheets are kept near each phone, or specifically record the following information:
 - a) The exact time the call was received. _____
 - b) The caller's exact words. _____
 - c) A description of the caller's voice. _____
5. If the call receiver has the time and opportunity, he/she should ask the caller for:
 - a) The location of the bomb. _____
 - b) The exact time of explosion. _____
 - c) A description of the nature and appearance of the bomb. _____
 - d) The caller's name and their location. _____
 - e) What kind of a Bomb is it. _____
6. After hanging up the phone, immediately dial *67 to trace the call.
7. Listen closely to the caller's voice and speech patterns and to noises in the background.
8. Notify staff through intercom, Walkie Talkie, or word of mouth:
"Your Attention Please. A building emergency is in effect. All Staff and Students Should remain in their rooms until notified otherwise."
9. All two-way radios and cell phones should now be turned off, so they do not trigger hidden devices.
10. If a suspicious item is located, notify law enforcement official, order an EVACUATION immediately selecting routes away from the suspicious item.

Written Threats:

1. The staff member receiving the written threat should handle it as little as possible, (to preserve fingerprints) and should save all materials including any envelope or other container.
2. Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director and/or owner
3. The building should be evacuated until it is determined that there is no longer a danger.
4. All materials involved in the threat should be turned over to the authorities.

General Precautions:

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to Law Enforcement authorities, immediately.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated should be searched quickly before evacuation.
4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from the blast.
5. Upon the arrival of Law Enforcement authorities, the facility director, or designee, will assist with search (i.e.: unlocking doors and identifying strange or suspicious objects).
6. The appropriate authorities should be consulted before re-entry into the building.

See Appendix D for Bomb Threat Information Form.

INTRUDER / HOSTAGE

When an unauthorized person enters the school property: Notify School Director, Designee and Staff

- The School Director or Designee may issue a Lock Down and Hide procedure at this time if needed.
- Ask another staff person to accompany you before approaching the guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the school office.
- If an intruder's purpose is not legitimate, ask him/her to leave.
- Accompany intruder to exit.
- If intruder refuses to leave: Warn intruder of consequences for staying on school property. If intruder still refuses to leave, dial 911 and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)
- Walk away from intruders if he/she indicates a potential for violence.
- Be aware of intruder's actions currently (where he/she is in school, whether he/she is carrying a weapon or package, etc.)
- Maintain visual contact with the intruder from a safe distance.

EVERYONE SHOULD REMAIN IN LOCK DOWN
Until Given the "All Clear" or if Directed in Person by a
Uniformed Law Enforcement Officer.

Hostage Situation:

If the hostage taker is unaware of your presence, do not intervene. Notify the School Director, Designee, and staff.

- The School Director, Designee or Staff Member will announce Lock Down and Hide action.
- The School Director, Designee or Staff Member will ensure students outside are notified of the Lock Down and Hide in order to move students to a safe classroom that can be locked.
- The School Director, Designee or Staff Member will call 911 immediately.
- Give the dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCK DOWN.
- Ask for assistance from hostage negotiation team.
- The School Director will give control of the scene to the police and hostage negotiation team.
- Teachers and staff will implement Lock Down procedures upon hearing the alert. If outside, move to a safe classroom or area and wait for further instructions.

If Taken Hostage:

- Follow instructions of hostage taker.
- Try not to panic.
- Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

UTILITIES AND MAINTENANCE EMERGENCIES:

Utility failure is the loss of interruption of electrical power, natural gas, water, or sewage services to the school. The most common utility failure results from power outages throughout the year.

In certain situations, students may need to be relocated until the power is restored.

School Director or Designee Upon notice of loss of utilities, will initiate appropriate immediate response actions, which may include Off-Site Evacuation or Evacuation to a Remote location.

The School Director or Designee may direct staff to shut off utilities, as deemed necessary.

The School Director, Designee or Staff Member will contact the local utility company and determine the anticipated duration of the outage.

The School Director and Designee will determine whether the school should be closed. If so, parents are to be notified to pick up their children. In the event of a gas leak, the School Director will direct staff to call 911, give name and exact location of the school, state the emergency, identify affected area(s) of the building, and announce the school is Evacuating to Off-Site Location across the field to:

**Klein Volunteer Fire Department - Station 7
19302 T.C. Jester Blvd.
Spring, TX 77379**

For gas leaks, the School Director or Designee will order an EVACUATION and open windows and doors.

DO NOT ACTIVATE THE FIRE ALARM.

The Director or Staff members will turn off appropriate utilities when possible. (see map for gas and utility shut off locations)

During evacuation teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at the outside meeting area along the Street Line in the Parking Lot, take attendance and report any missing students to the School Director or Designee.

Teachers should be prepared to evacuate students to Off-Site location by walking the children across the field and across TC Jester and notify parents about Family Reunification, at the Off-Site location.

- Do not allow anyone to re-enter the building until the facility has been deemed safe.
- Turn off utilities and seal off the high-risk area, if necessary or possible.
- The School Director or Designee will dial 911 for medical emergencies.
- All Staff are CPR/first aid certified and will administer medical aid until EMS arrives.
- No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

(see emergency map for utility shut off locations)

GAS LEAK:

Center Point: 1-888-876-5786 Account: 11007468-9

1. If any staff member or children smells gas, act quickly.
2. Open windows immediately.
3. Call **911** and report the possible gas leak.
4. **Do not turn any Electrical Switches on OR off.** Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turns the valve a quarter turn in either direction.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

POWER FAILURE:

The building's emergency lights should come on automatically. They are connected to the facilities back up batteries which will start automatically upon loss of power.

- The center has emergency lights which are located on every wall.
- A battery-operated radio is in the Kitchen.
- The radio may be used to monitor weather conditions, etc.
 - The official County Emergency Action Stations are: 88 AM/FM Weather + Alert Emergency Radio.

In the event of a power failure, the staff members on duty should contact the following and then the Director/ Facility Supervisor:

APG & E: Emergency - 1-800-332-7143 Account Number: 15875118-317
Non-Emergency: 1-877-544-4857

LOSS OF WATER:

There is an emergency supply of water located in the Pantry or Office. This Water should be used sparingly, and only for emergencies.

In the event of the loss of water, the staff members on duty should contact the following and then the Director/Facility Supervisor:

Local Public Works - (Only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem).

Contact Information: Website: kleinpud.org Phone: (281) 350-5601

LOSS OF TELEPHONE SERVICE:

There is a cellular phone located at the front desk, which may be used in the event that regular telephone service is disrupted.

In the event of loss of telephone services, the staff members on duty should contact the following and then the Director/Facility Supervisor:

Local Telephone Company repairs service - (Only if loss of service is not the result of a general power failure).

Contact Information: Phone: AT&T – 1-800-331-0500 Account: 523029814537

LOSS OF HEAT / AIR CONDITIONING (emergencies only):

Contact the facility's Director or Designee.

The supervisor member on duty should contact the following AC/Heat Company.

Contact Information: Titan Comfort Solutions – (281) 549-2122

PLUMBING PROBLEMS (emergencies only):

Contact the facility's Director or Designee.

The supervisor on duty should contact the following Plumbing Company:

Contact Information: Fast Track Plumbing – (832) 712-9278

MEDICAL EMERGENCY:

School Staff Response – All Staff are First Aid and CPR Certified and shall Quickly assess the situation. Make sure the situation is safe for you to approach.

Examples of danger include, but are not limited to:

- Live Electric Wires
- Gas Leak
- Building Damage
- Animal Threat.

School Director or Designee shall 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.

1. Be prepared to provide the school's name and address, exact location (room number); describe illness or type of injury, and age of the victim(s).
2. Immediately inform the School Director or Designee.
3. Protect yourself against contact with body fluids with gloves (blood borne pathogens).
4. Administer appropriate first aid according to your level of training until help arrives.
5. Comfort and reassure the victim. Do not move the sick or injured unless the scene is unsafe.
6. If the victim is not breathing or there is no pulse, begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until help arrives.
7. Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
8. Assign a staff member to remain with the victim if they are transported to the hospital.
9. Supervisor on duty will notify the parent or guardian of the situation, including type of injury or illness, medical care given, and location where the victim has been transported.
10. Ensure student/staff medical information from administrative records is sent to the hospital.
11. Develop and maintain written documentation of the incident. Follow up with the parents or guardians.

PANDEMIC or CONTAGIOUS DISEASE:

We will enforce illness exclusion policies for children and staff - sick children and staff must stay home or will be sent home.

- Daily Morning Health Checks will be utilized to prevent illness.
- Illness logs are kept by each teacher. School will be closed as necessary due to pandemic illness.
- Check school website, for notifications.
- Follow simple guidelines: Keep Sick Children Home.
- Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
- Wash your hands often and, after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

TERRORISM:

The federal Department of Homeland Security tries to communicate the level of threat by using a system called the Homeland Security Alert System (HSAS).

- Director or Designee and Staff should always be on the lookout for unusual persons or things such as: Unusual unsolicited deliveries Suspicious items left around the outside of the facility Individuals “hanging around” for no apparent reason.
- Enforce facility security.
- Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Bear in mind that the criminals/terrorists may have multiple attacks planned.
- Notify authorities as soon as possible Follow evacuation plans for Bomb Threats.

All Emergency Response Plans are reviewed at a minimum, annually.

EMERGENCY NUMBERS

Emergency Response: Police, Fire, Medical Emergencies	911
Poison Control:	1-800-222-1222
Gas Leak: Center Point – Account: 11007468-9	1-888-876-5786
Electric: AP & G – Account Number: 15875118-317	1-800-332-7143
Water: Klein Public Utility District	281-350-5601
Child Abuse Hotline:	1-800-252-5400
DFPS – Child Protection:	1-800-252-5400
Klein Fire Department: (Evacuation)	281- 607-4660
Care Now – Urgent Care: 7306 Louetta Road Spring, TX 77379	832-271-5589

PROBLEMS WITH LOCKS AND KEYS:

- 1) **Contact the Facility's Director or Designee.**
- 2) The supervisor on duty may contact:
Green's Locksmith - (281) 376-3375.

Appendix A of the Emergency Plan

SERIOUS INJURY OR ILLNESS:

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member.
- B. Call Emergency **911** and request the needed emergency responders.
- C. Do not move the victim, especially if their injury is the result of a fall unless they are in a life-threatening or dangerous environment.
- D. Notify a qualified first aid person in the facility. Qualified first aid personnel are:

Care Now – Urgent Care

7306 Louetta Road Spring, TX 77379

Phone: [\(832\) 271-5589](tel:8322715589)

- E. Treat Immediate life-threatening injuries first in priority order: (Emergency 911 should be called first for each of the following):
 - a) **Impaired Breathing** - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place the victim on his/her back, loosen the collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
 - b) **Heart / Circulation Failure** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
 - c) **Severe Bleeding** - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
 - d) **Shock** - If there is no head or chest injury, keep your head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if the victim is conscious and there is no abdominal injury or nausea.
 - 1. Other injuries/illnesses should be treated in priority concerning threats to life.
 - 2. Depending on the seriousness of the injury the victim should be taken to a nearby hospital by ambulance or driven by someone else.

Appendix B of the Emergency Plan

HURRICANE PLAN

Evacuate to Facility SAFE ROOMS, as assigned.

- 1) All children will be moved to a safe room location.
- 2) Always maintain flashlight and voice contact among staff members.
- 3) Direct all children to sit on the floor in designated area, not in front of doors.
- 4) Advise all children to wear shoes.
- 5) Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving the designated area.
- 6) After certain that the storm has passed, staff members should do a head count and check the complete building for any damage such as fire, water, or structural.
- 7) Notify the Director or Designee as soon as possible with an update of conditions.
- 8) Notify all agents that services are needed.

Appendix C of the Emergency Plan

TORNADO/SEVERE WEATHER WATCHES and WARNING PROCEDURES:

Evacuate to Facility SAFE ROOMS, as assigned

1. All children will be moved to the designated location.
2. Always Maintain flashlight and voice contact among staff members.
3. Direct all children to kneel on their knees with their head between their legs covering their heads with their hands.
4. Advise all children to wear their shoes.
5. Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.

After certain that the storm has passed

1. Staff members should do a head count.
2. Provide any necessary first aid and call 911 for any necessary response agencies.
3. Check the complete building for any damage such as fire, water, or structural.
4. Turn on and test utilities.

Notify the Director or Designee as soon as possible with update of conditions.

Severe Thunderstorm WATCH

1. Advise all staff members of the weather conditions.
2. Monitor radio / television news for updates and/or the NOAA Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

Severe Thunderstorm WARNING

1. Advise all staff members of the weather conditions.
2. Monitor radio/television news for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel-shaped cloud, seek shelter and if possible, call **911** and report it.

Tornado WATCH

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon the approach of thunderstorms, cease any outdoor activity that would delay the seeking shelter.
3. Monitor sky conditions. If you see a dark, funnel-shaped cloud seek shelter and if possible, call **911** and report it.

Tornado WARNING

1. Monitor radio / TV continuously.
2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud, seek shelter and if possible, call **911** and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated SAFE ROOM locations:

Appendix D of the Emergency Plan

Bomb Threat Information Form:

Exact Time of Call: _____ Date of Call: _____

Exact words of caller: Message - READ or RECORDED?

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

DESCRIBE CALLER'S VOICE (circle)

Male / Female

Approximate Age: _____

Calm disguised nasal angry broken stutter slow sincere lisp rapid

giggling deep crying squeaky excited stressed accent loud slurred normal

Well Spoken (educated) foul / vulgar Incoherent

THREAT LANGUAGE

If voice is familiar, whom did it sound like _____

Were there any background noises? _____

Remarks made by caller: _____

Person receiving the call: _____

Telephone Number/line call received: _____

Appendix E of the Emergency Plan

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- Contact the on-duty Director or Designee.
- Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- Make transportation preparations to move children and staff members if evacuation is needed.
- Safe area to be evacuated to is Klein

Volunteer Fire Department - Station 7 281- 607-4660
19302 T.C. Jester Blvd., Spring, TX 77379

The safest Route there is through the Field, across TC Jester Blvd. and to the Fire Station.

- If the facility is in a low-lying area vulnerable to flooding, evacuation will be immediate.
- Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
- If time and conditions permit, unplug all electrical appliances.
- All loose outdoor articles are to be brought in or tied down.
- Lock all doors.

Appendix F of the Emergency Plan

HAZARDOUS MATERIALS ACCIDENTS

- a. Evacuate the area immediately.
- b. Do not turn any electrical switches **on or off**.
- c. Eliminate all open flames.
- d. Evacuation should be to an area (if possible) upwind and uphill of the facility.

- e. Call **911**, and report that there has been a Hazardous Materials Spill.
- f. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- g. Do not attempt to rescue someone who has been overcome by fumes.
- h. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
- i. Do not return to the building until authorized to do so by the fire department.

Exhibit G - Transporting Children

We will offer transportation to and from Kuehnle Elementary and Ehrhardt Elementary Schools for school-aged students regarding our Before and After School Program. In addition, we could provide field trips for children over the age of six. A parent must sign the permission slip before transportation.

Protect Your Riding Privilege to Have Transportation from Little Explorers Academy -

Know and Follow the School Bus Safety Rules

1. Follow all directions the first time the driver gives them.
2. Observe the same conduct as in the classroom.
3. Be courteous, use no profane language.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Do not use tobacco.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands, and feet inside the bus.
10. Bus drivers are authorized to assign seats.
11. Only musical instruments that can be held on the student's lap will be allowed on the bus

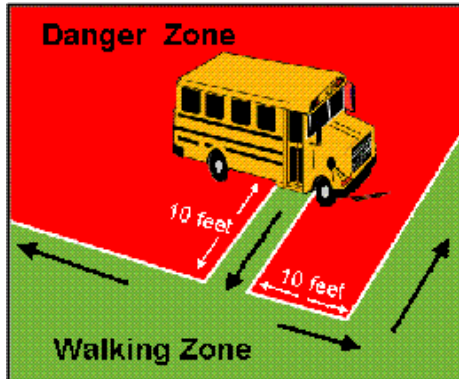
The Danger Zone



- Always Stay out of the Danger Zone.
- Remember - if you can't see the driver, the driver can't see you!
- Never walk behind the bus.
- If you drop something in the Danger Zone, leave it. Never stop to pick it up. Notify an adult and they can get the item for you.
- Know where the Danger Zones are located around the school bus.
- The 10 giant step rule is a good measurement for children to identify the Danger Zone around a school bus.

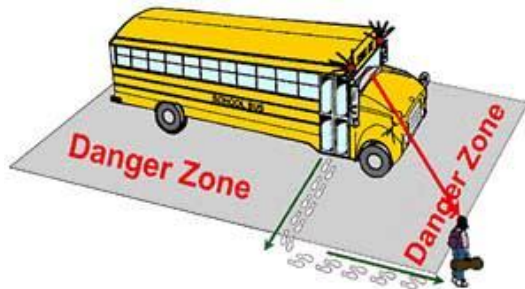
If any of the above rules or others designated below are broken by the student or parent, the bus driver along with Little Explorers Staff may determine that a child be suspended from transportation services, which is a privilege not a right.

Loading and Unloading - Avoid the Danger Zone



The Danger Zone is the 10-foot area on all sides of the bus where children are in the most danger of being hit.

- When loading, stay away from the Danger Zone.
- Wait until the bus comes to a complete stop and the door opens.
- Wait for the driver's signal.
- Board the bus in a single file.



- When unloading, look before stepping off the bus to be sure no cars are passing on the shoulder side of the road.
- Exit the bus moving out of the Danger Zone.
- Before crossing the street, take five "giant steps" out from the front of the bus, or until the driver's face can be seen.
- Wait for the driver to signal that it is safe to cross.
- Look left-right-left when coming to the edge of the bus to make sure traffic is stopped.
- Continue to watch for traffic as you cross the street.

School Bus Evacuation Information:

While school bus transportation is generally very safe, there may be an occasion when it becomes necessary to evacuate the bus and use alternative transportation.

Alternative Transportation:

While we intend to provide transportation using our Little Explorers School Bus, there may be an occasion when the bus is not available, due to service or otherwise. In this case or in the case evacuation or breakdown we may have to use a personal vehicle to transport the children safely. Should another vehicle be used, all safety rules shall still apply, and the requirements of certain equipment may be necessary and in accordance the Texas State Statutes, policies and procedures in RULES §746.5601-§746.5627.