



# **HOLY FAMILY SCHOOL**

## **EMERGENCY**

## **PREPAREDNESS**

## **HANDBOOK**

**2017-2018**

**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.**

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# 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 Holy Family School staff annually.**

## EMERGENCY COMMUNICATIONS

If an emergency occurs during HFS daily operation hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the Head of School/Director of Operations to pick up your child.
- It may be difficult to get through to the school 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 school website: [www.hfsmckinney.org](http://www.hfsmckinney.org)

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

*The staff of Holy Family School 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 HFS staff, protect school property, and regulate the operation of the school during a crisis incident, critical incident, or medical emergency.
- Prepare students and HFS staff to take appropriate actions in response to natural, technological, or school 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, school crises are organized into two categories: critical incident and medical emergencies.

**Critical incidents** are events requiring an immediate response by public safety agencies and are managed by the school 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 school. 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 school 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. School staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies. Acts of violence will also require law enforcement involvement.

A 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 school.

CRITICAL INCIDENTS:

## EVACUATION

**Fire Evacuation/Gas Leak** is when staff and students are moved out of the school facility to a safe location outside the building. Students are directed to leave the building and assemble at a designated site outside the facility.

**We will relocate to St. Peter's Episcopal Church, 400 North College St., McKinney, Texas.**

### *Procedures for Fire Evacuation*

- Activate fire alarm or otherwise alert staff that there is a fire by use of staff radios. Evacuate the building quickly and calmly to the corners of the property.
- Take attendance sheets and emergency bags.
- 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 before leaving building. Report any missing children to Head of School/Director of Operations immediately
- Gather in designated meeting places outside and account for all children and staff. Call 911 from outside of building.
- Wait for any direction from Head of School/Director of Operations or Fire Officials
- Do not re-enter building until cleared by fire department.

## Fire Drills are practiced monthly

### SHELTERING

There are several causes for sheltering in a safe place within the school building. The most common on-site sheltering would be in response to a tornado warning, structural hazard, or severe outside environmental hazard

#### Safe Place:

Infants	<u>Office Restroom</u>
Toddlers	<u>Office Restroom</u>
Two year olds	<u>2's closet</u>
Three year olds	<u>2's restroom</u>
Four year olds	<u>2's restroom</u>
Four-Fives (TK)	<u>1st Floor Hall Outside Restroom/Elevator</u>
Schoolers	<u>1st Floor Hall Outside Restroom/Elevator</u>

### SHELTERING PROCEDURES

**Severe Thunderstorm WARNING** (Warning means one is in progress or sighted)

- Advise all staff members of the weather condition.
- Monitor radio/television/internet news for updates and/or the NOAA Weather Radio.
- Terminate outdoor activities and seek shelter. (Instruct children to safe places listed above.)
- Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.



## **Tornado WATCH**

Take all precautions included in a Severe Thunderstorm Warning cited above and in addition:

- Upon approach of tornado/thunderstorm, cease any outdoor activity that would delay the seeking of shelter.
- Monitor sky conditions. If you see a dark, funnel-shaped cloud seek shelter and, if possible, call 911 and report it.

## **Tornado WARNING**

Take all precautions included in a Tornado WATCH cited above and in addition:

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

### **Safe Place:**

Infants	<u>Office Restroom</u>
Toddlers	<u>Office Restroom</u>
Two year olds	<u>2's closet</u>
Three year olds	<u>2's restroom</u>
Four year olds	<u>2's restroom</u>
Four-Fives (TK)	<u>1st Floor Hall Outside Restroom/Elevator</u>

Schoolers

1st Floor Hall Outside Restroom/Elevator

- All children will be moved to the designated location.
- Teachers have notebooks with all child information needed.
- Maintain flashlight and voice contact among staff members always.
- Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
- Advise all children to wear their shoes.
- Make sure to do a head count (check name to face sheets) 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:

- Staff members should do a head count (check name to face sheets)
- Provide any necessary first aid and call 911 for any necessary response agencies.
- Check the complete building for any damages such as fire, water or structural before removing children from safe place.
- Turn on and test utilities.

Notify the Head of School/Director of Operations designee as soon as possible with update of conditions.

Notify all Emergency agents that services are needed.

## Lockdown Procedures

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 (requires security bolt locks on 7 doors and security reinforcement film for** and place children in the safest place possible in their classrooms or the nearest safe room that can be locked.

### *Lockdown and Hide Procedures*

#### **Head of School/Director of Operations**

The Head of School/Director of Operations will make the following announcement using radios, cell phones or runners:

“Your Attention, Please. We are in Lockdown 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 and emergency bags. The Head of School/Director of Operations or designated staff will call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, and provide intruder description and weapon(s) if known. 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.

Have emergency bag

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 Head of Schools/Director of Operations of missing students or additional students, staff or guests sheltered in your classroom.

Allow no one outside of the classroom until given the “All Clear” signal.

## ***Relocation***

We would move children to off-site evacuation site, because of a natural disaster or facility hazard, or bomb threat in which the HFS building is damaged or considered unsafe. The staff and students would need to immediately relocate by Durham bus and Holy Family Van to a different building.

In this case, the children are escorted to **St. Peter’s Episcopal Church, 400 North College St., McKinney, Texas**

Children and Staff will walk to this location across Throckmorton to the parking lot of 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 Durham Bus Company and Holy Family Van to **St. Peter's Episcopal Church, 400 North College St., McKinney**. 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 and with proper ID.**

## 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.

### Head of School/Director of Operations will:

- Admin will notify the Fire Department/Law Enforcement (911) that HFS will need to be moved to a remote location as soon as possible.
- The Head of School/Director of Operations 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. Peter’s Episcopal Church, 400 North College St., McKinney, Texas**. 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.

### Teachers

- Take your class roster, and emergency bags as you exit to the area.
- Take roll and account for all students. Report any missing students to Head of School/Director of Operations.
- After receiving the alert for Off-Site Remote Location evacuation, guide students to the identified location 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 school facility or grounds is rendered unsafe and a remote site location is needed.

### *Head of School/Director of Operations*

The Head of School/Director of Operations will inform the staff of the need to relocate and, if possible, have the relocation site information put on the preschool website: [www.hfsmckinney.org](http://www.hfsmckinney.org)

The Head of School/Director of Operations 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

*Teachers:*

Account for your children

Sign children out to authorized family members only. Be sure to check ID.

Follow the instructions of the Head of School/Director of Operations when you arrive. You may be asked to assist in staffing the site areas for pick up and release or help in calming parents.

## *Procedures for Other Emergency Events*

### *Bomb Threat*

CALL TAKER: Upon receiving a message that a bomb has been placed in the school: Use bomb threat checklist (appendix)

Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)

Listen closely to caller's voice and speech patterns and to noises in the background.

Notify the Head of School/Director of Operations.

Head of School/Director of Operations will

- Notify law enforcement by calling 911.
- Meet or assign staff to brief emergency responder agencies outside the building

Notify staff by radios:



“Your Attention Please. A building emergency is in effect.

All Staff and Students should remain in their rooms until notified otherwise”. (All two-way radios and cell phones should now be turned off so they do not trigger hidden devices.)

A decision to evacuate immediately will be made with advice of law enforcement.

- Search the building and evacuate to an offsite location outside the building (fence line)
- Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.

Law enforcement will search classrooms, offices and work areas for suspicious items If a suspicious item is found – DO NOT TOUCH IT.

- Teachers will account for their students and be prepared to evacuate if suspicious items are found. Teachers and staff will evacuate using standard procedures and exit routes to evacuation site: **St. Peter’s Episcopal Church, 400 North College St., McKinney, Texas.**
- Teachers will leave classroom doors open when exiting; take classroom rosters and emergency bags. Teachers take roll after being evacuated. Be prepared to report the names of any missing persons to Head of School/Director of Operations.
- Keep your class together at the offsite evacuation location until given further instructions. If given the “All Clear” signal, return to the building and resume normal operations.
- If not, be prepared for Family Reunification procedures.

## **BOMB THREAT CHECKLIST**

Description Detail Report Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of a bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name? Exact wording of the threat:

Sex of Caller: \_\_\_\_\_

Length of Call: \_\_\_\_\_

Notes:

**Caller's Voice – Circle all that apply:**

Calm Nasal Angry Stutter Excited Lisp Slow Raspy Rapid  
Deep Soft Ragged Loud Clearing Throat Laughter Deep  
Breathing Crying Cracked Voice Normal Disguised Distinct  
Accent Slurred Familiar

If voice is familiar, whom did it sound like?

Background Sounds:

## INTRUDER/HOSTAGE

### **Intruder – When an unauthorized person enters the school property:**

Notify Head of School/Director of Operations

Head of School/Director of Operations may issue a Lockdown and Hide procedure 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 office.

If 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 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 intruder if he/she indicates a potential for violence. Be aware of intruder's actions now (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)

Maintain visual contact with the intruder from a safe distance.

**Hostage Situation:**

If hostage taker is unaware of your presence, do not intervene. Notify Head of School/Director of Operations

Head of School/Director of Operations will announce Lockdown action.

Head of School/Director of Operations will ensure students outside are notified of the Lockdown to move students to a safe classroom that can be locked.

Head of School/Director of Operations will call 911 immediately. Give dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.

Head of School/Director of Operations will give control of scene to police and hostage negotiation team.

Teachers and staff will implement Lockdown procedures upon hearing the alert. If outside, move to safe classroom or area and wait for further instructions.

Everyone should remain in Lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

## *UTILITY LOSS OR FAILURE*

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.

### Head of School/Director of Operations

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

The Head of School/Director of Operations may direct staff to shut off utilities, as deemed necessary.

The Head of School/Director of Operations will contact the local utility company and determine the anticipated duration of the outage.

The Head of School/Director of Operations 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 Head of School/Director of Operations 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 **St. Peter's Episcopal Church, 400 North College St., McKinney, Texas.**

For gas leaks, the Head of School/Director of Operations will order an EVACUATION and open windows and doors. DO NOT ACTIVATE THE FIRE ALARM. The Head of School/Director of Operations will turn off appropriate utilities when possible. (see map for gas and utility shut off locations)

### *Teachers*

If evacuating, teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at the outside meeting area along front 2 corners of our property along Throckmorton, take attendance and report any missing students to the Head of School/Director of Operations. Teachers should be prepared to evacuate students to Off-Site location site: **St. Peter's Episcopal Church, 400 North College Street, McKinney TX**

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 Head of School/Director of Operations will dial 911 for medical emergencies

All Staff are CPR/first aid certified and will administer medical aid until EMS arrive

No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

**(Utilities shut off is located outside Head of School's office underneath the fire escape)**

## **MEDICAL EMERGENCY**

### **Preschool Staff Response**

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, and Animal threat.

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 (room number); describe illness or type of injury, and age of the victim(s).

Immediately inform the Head of School/Director of Operations.

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, ask someone to retrieve the Automated External Defibrillator (AED) located in the church Narthex at the end of the preschool hallway and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.**



## Head of School/Director of Operations

Direct staff to call 911, if necessary, and provide appropriate information to responders. Send school staff with first responder/first aid/AED 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.

## **PANDEMIC FLU/CONTAGIOUS DISEASE**

Contagious Child will be removed from classroom and remain in the office until parent can pick up the child.

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 preschool 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 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 annually.***

**EMERGENCY PHONE NUMBERS**

- **Police, Fire, Medical Emergencies 911 Poison Control 1-800-222-1222**
- **Gas – Atmos Gas-1-866-322-8667 (24/7) or Customer Service at 888-322-8667**
- **Oncor- McKinney 1-888-313-6862**
- **Child Abuse 1-800-252-5400**
- **St Peter's Episcopal Church 400 North College St. McKinney, TX**
  - a. **Main Church number: 972-562-1166**
  - b. **Father Perry Mullins: 469-774-5551**
  - c. **Mother Kathy Garrett 972-795-8811**

HOLY FAMILY SCHOOL

# EMERGENCY RESPONSE PLAN HANDBOOK

On \_\_\_\_\_, I \_\_\_\_\_, read and understood this Emergency Response

Handbook in full.

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Signature

