

**Presbyterian Early Learning Center**  
**Emergency Preparedness Plan**  
Established August 2014, Updated March 2019

This emergency preparedness plan is designed to ensure the safety of children enrolled at Presbyterian Early Learning Center (PELC) in the event of an emergency or disaster. We will coordinate & cooperate with all municipal & county government & emergency services.

Emergency procedures may include evacuation & relocation to another part of the larger facility dependent upon the circumstances. The church sanctuary may provide temporary shelter for the children if the preschool building must be evacuated. In some circumstances, parents may be called upon to pick up their children.

Presbyterian Early Learning Center is located at First Presbyterian Church of Lufkin, 607 Janeway Avenue, Lufkin, TX 75904. The preschool building is on the west end of the property, with the preschool parking lot parallel to Tom Temple, just off the intersection of Janeway & Tom Temple.

<https://www.google.com/maps/place/607+Janeway+Ave,+Lufkin,+TX+75904/@31.316936,-94.7326227,17z/data=!3m1!4b1!4m5!3m4!1s0x863817d44c9eeecd:0x9ca605e6f4e5d859!8m2!3d31.316936!4d-94.730434>



The facility may be subject to the following natural disasters & emergencies:

1. Natural events
  - a. Tornado
  - b. Flood
  - c. Hurricane
2. Health events
  - a. Medical emergency
  - b. Communicable disease outbreak
3. Human-caused events
  - a. Volatile person on the premises
  - b. Endangering person in area
  - c. Fire or Explosion
  - d. Chemical spill

### General Information...

- Emergency phone numbers are posted next to each phone in the school.
- Evacuation routes are posted in each classroom.
- Emergency contacts are listed in the Emergency Procedures Binder in the front office.
- Fire drills are practiced once a month, generally alternating between 2- or 3-day schedules to enable all children to practice leaving the building in a planned, orderly way in the event of emergency.
- Evidence of all monthly & quarterly drills are documented in the Emergency Procedures Binder.
- Severe weather drills & lock-down drills for a volatile or endangering person are practiced quarterly.
- Evacuations may not be the best decision. Severe/violent storms or weather conditions, hazardous materials events, & an armed intruder or suspicious person outside may make sheltering in place the best choice.



### **FIRE EXTINGUISHER OPERATING INSTRUCTIONS**

1. Remove from the wall-hanger.
2. Grasp unit & pull red lock pin from lever & handle.
3. Hold unit upright with hand under handle & thumb on top of lever.
4. Keep a safe distance from fire (at least 6 feet) & near an exit.
5. Aim nozzle at base of fire (not at flames or smoke).
6. Do not get too close as the discharge stream may scatter the fire.
7. Press lever downward & spray (powder stream will shoot over 10 foot distance) at base of flame in a quick, side-to-side motion to erase flames.
8. When extinguishing agent comes in contact with fire, fire will flare & appear to grow larger. Do not panic. This condition is normal & temporary.
9. Make sure fire is completely extinguished & watch carefully for “flashback”.

### Regular drills on emergency plans, procedures & duties will be conducted to...

- Provide training for staff, including substitutes.
- Orient children on emergency procedures & responsibilities.
- Develop skills needed for a real emergency

### Accountability...

- Children will be released to an adult(s) previously designated in writing by the parent
- In case of an evacuation, attendance will be taken at the assembly area, & upon arrival at the relocation facility.

**In the event of an emergency or disaster, parents are urged  
NOT to come to PELC until it is safe to do so.**

### **General Staff Responsibilities...**

- The preschool director or designee will assume responsibility for emergency actions until the arrival of emergency service personnel.
- The director will gather & record information necessary to determine appropriate emergency actions.
- In an emergency, child care staff will focus on emergency management functions. All personnel & resources will be focused on providing for the safety & well-being of children & staff.
- Teachers must conduct a walk through drill at the beginning of the school year & each time a new student is added to the classroom.
- Upon hearing any emergency alarm/page, classroom teachers must calmly & quickly gather the children.
- Children should be taught to walk as quietly & orderly as possible, without pushing/running.
- All personal belongings must be left in the classroom.
- Classroom teachers must collect the classroom roster & first aid kit to take with the class during evacuation.
- Teachers must account for every student, checking every possible hiding place in the classroom & take roll using the roster before evacuating any classroom.
- All staff must know the location of fire extinguishers & how to operate them.
- All staff must know the location of all exits.
- If a teacher has left the classroom when a drill or actual emergency occurs, the teacher must join the class as soon as possible & assist with the evacuation, providing calm & security for the children.
- All floaters must report to the Seeds & Sprigs classrooms to assist with evacuation of the 2's classes.
- The preschool director & office personnel will walk through the building to be sure that everyone has evacuated. The administrative asst. takes the Emergency Contact Binder. In the event of an actual emergency the director calls 911. If the director is not on site, the director designee will call 911.
- Remain in the safe area with the children until given an "all clear" notifying it's safe to return to classroom.
- Always be sure the classroom flashlight is in working condition & in an easily accessible place. Check batteries frequently. (This should NOT be a flashlight used in play or learning center areas).
- School staff must ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children.
- Staff may read stories, sing songs, lead finger-plays, or other quiet activities as appropriate to the situation to help calm & soothe children.
- Think CALM. The children will learn from watching the calm, relaxed, self-controlled manner of the teachers & adults in charge.

### **Shelter-in-place Guidelines...**

This means that in certain situations it may be necessary to hold students & staff indoors. This concept is known as shelter-in-place which can be used in weather-related emergencies, chemical, biological, radiological, school lock-down, or other situations that pose a hazard to the children & staff in the center.




The nature & duration of the shelter-in-place will be determined by the emergency situation or at the direction of law enforcement officials in conjunction with the preschool director or designee.

- Bring all students & staff who are involved in outdoor activities into the building.
- Initially, keep all students & staff in individual classrooms until safety officials & the preschool director determine the best course of action, such as moving into interior restrooms or evacuating to a safer location.
- Ensure all exterior doors are locked & secured.
- For lock-downs, all classroom doors must be locked & the window in the restroom door completely covered.
- To reduce the risk of potential exposure to students, staff, & visitors, administration must ensure that no one leaves or enters the building unless directed otherwise by safety officials or the preschool director.
- Take steps to shut down the HVAC systems if instructed to do so.
- To ensure students & staff are accounted for, hold students in their current location when it is safe to do so.

- Student’s emergency information is up-to-date to include any additional adults who are authorized to pick up students on behalf of parent/guardian.

### Relocation guidelines....

In the event that the PELC building must be evacuated, there are 3 possible sites for relocation.

1. A temporary outdoor evacuation site is the preschool parking lot located at the corner of Tom Temple & Janeway Avenue. Each classroom should line up on a parking lot stripe at the far end of the parking lot from the preschool building.  
<https://www.google.com/maps/place/607+Janeway+Ave,+Lufkin,+TX+75904/@31.316936,-94.7326227,17z/data=!3m1!4b1!4m5!3m4!1s0x863817d44c9eeecd:0x9ca605e6f4e5d859!8m2!3d31.316936!4d-94.730434>

2. An **on-campus** indoor evacuation & relocation site is the sanctuary building of First Presbyterian Church, 607 Janeway Avenue.  
<https://www.google.com/maps/place/607+Janeway+Ave,+Lufkin,+TX+75904/@31.316936,-94.7326227,17z/data=!3m1!4b1!4m5!3m4!1s0x863817d44c9eeecd:0x9ca605e6f4e5d859!8m2!3d31.316936!4d-94.730434>

3. An **off-campus** indoor evacuation & relocation site is at Pinecrest Retirement Village, directly across the street at 1302 Tom Temple, Lufkin, TX 75904.  
<https://www.google.com/maps/place/1302+Tom+Temple+Dr,+Lufkin,+TX+75904/@31.3146247,-94.7334958,17z/data=!3m1!4b1!4m5!3m4!1s0x863817d4eb7d610d:0x9629217fd4aaec2a!8m2!3d31.3146247!4d-94.7313071>


### Minimum Standards Procedures to follow for all emergencies...

#### Evacuation, Relocation, & Sheltering/Lock-down 746.5202 (1)

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area either indoors or outdoors as appropriate, or alternate shelter known to all PELC staff. (A)

Children will be relocated to the designated safe area or alternate shelter by walking in a line both lead by, & followed by, a staff member. (B)

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), 2 exit paths from each room 746.5207 (a)(2), the designated outside location for staff & children to assemble & ensure safe evacuation 746.5207 (a)(3), & the designated inside location for staff & children to shelter from threatening weather 746.5207 (a)(4).

The name & address of the shelter PELC will relocate to away from the center as needed is Pinecrest Retirement Community, 1302 Tom Temple, Lufkin, TX 75904, located directly across the street between Arthur Drive & Janeway Avenue. (D)

PELC will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area or alternate shelter. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, of any forced evacuation of the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before evacuating or sheltering-in-place. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to evacuation to the safe area or sheltering in place. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation, relocation, or shelter-in-place/lock-down is lifted, children will be reunified with parent or parent-designated person. The director, or designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## Types of Emergencies we have prepared for:

1. Natural events such as tornadoes, floods or hurricanes

### **In the event of a tornado, we will institute the following procedures... Shelter-In-Place.**

#### **Shelter-in-Place 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of tornado, PELC will shelter-in-place in the classroom restrooms with the door closed, away from windows & protected by interior walls.

Children will be relocated to the designated safe area by walking in a line both lead by, & followed by, a staff member. (B) All students & staff sit facing the wall, protecting their head & face with their arms against the wall.

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), with the designated inside location for staff & children to take shelter from threatening weather (interior classroom restrooms) 746.5207 (a)(4).

PELC will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area. (E)

#### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, when it is deemed safe to evacuate the PELC building. (B)

#### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to sheltering-in-place. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

#### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

#### **Reunifying Children & Parents 746.5202 (5)**

As the shelter-in-place is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## **In the event of a flood, we will institute the following procedures... Evacuate & Relocate to On-Campus Alternate Shelter (FPC Sanctuary building).**

### **Evacuation & Relocation 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated alternate shelter in the FPC church sanctuary building. (A)

Children will be relocated to the designated alternate shelter by walking in a line both lead by, & followed by, a staff member. (B)

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

PELC will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated alternate shelter. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, of any forced evacuation of the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before evacuating to the FPC Sanctuary Building. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to evacuation to the safe area. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation & relocation is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## **In the event of a hurricane, we will institute the following procedures... Shelter-in-Place.**

### **Shelter-in-Place 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of hurricane, PELC will shelter-in-place in the classroom restrooms with the door closed, away from windows & protected by interior walls.

Children will be relocated to the designated safe area by walking in a line both lead by, & followed by, a staff member. (B) All students & staff sit facing the wall, protecting their head & face with their arms against the wall.

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), with the designated inside location for staff & children to take shelter from threatening weather (interior classroom restrooms) 746.5207 (a)(4).

PELC will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, when it is deemed safe to evacuate the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to sheltering-in-place. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the shelter-in-place is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.



2. Health events such as medical emergencies or communicable disease outbreak.

## **In the event of a medical emergency, we will institute the following procedures... modified Shelter-in-Place with evacuation of critical area, + call 911**

### **Evacuation & Shelter-in-Place 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of a medical emergency, PELC will use a modified shelter-in-place plan, with all unaffected classes remaining in their classrooms with the door closed, & away from windows.

The uninjured children in the affected classroom containing a medical emergency should be evacuated to an unused area of the school, such as the Multipurpose Room, or empty classroom. Uninjured children will be relocated to the designated safe area by walking in a line both lead by, & followed by, a staff member. (B) At least 2 staff members must remain with the injured person providing first aid & comfort until EMS arrives.

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), with the designated inside route & alternate locations for staff & children to take shelter from witnessing possible trauma. 746.5207 (a)(4)

PELC will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area. (E)

### **Communication 746.5202 (2)**

Phones are located in every classroom for staff to dial 911 as necessary. A phone list is located next to each phone providing the street address & phone number of PELC to provide to emergency medical services personnel (A).

We will contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, when it is deemed safe to evacuate the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook & go to the area of medical emergency. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to sheltering-in-place/evacuating. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation or shelter-in-place is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## **In the event of a communicable disease outbreak, we will institute the following procedures... Evacuation & temporary school closure until building & contents are effectively sanitized.**

### **Evacuation 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated alternate shelter in the FPC church sanctuary building. (A)

Children will be relocated to the designated alternate shelter by walking in a line both lead by & followed by, a staff member. (B)

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

PELC will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated alternate shelter. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, of any forced evacuation of the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before evacuating to the FPC Sanctuary Building. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to evacuation to the safe area. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation is being completed, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

### **Additional Guidelines for Forced Evacuation due to communicable disease outbreak.**

- With the assistance of The Angelina County Department of Health, the director will decide whether to dismiss school & determine the criteria for reopening the school for care.
- The director & a minimum of 2 additional staff members must remain until all children have been picked up during an emergency closing due to communicable disease outbreak.

3. Human-caused events such as intruder with weapon, fire or explosion, or chemical spill.

## **In the event of an intruder with weapon, we will institute the following procedures... Shelter-in-Place + Lock-down.**

### **Shelter-in-Place & Lock-down 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of an intruder with a weapon, PELC will shelter-in-place in the classroom restrooms with the door closed, away from windows & protected by interior walls, with classroom doors locked & classroom lights off.

Children will be relocated to the designated safe area by walking in a line both lead by, & followed by, a staff member. (B) Additionally, 1 teacher in each classroom is designated to lock the classroom door & turn off classroom lights. The restroom door is to remain closed & all staff & children inside until an all-clear is announced by either the preschool director or law enforcement personnel.

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), with the designated inside location for staff & children to take shelter from threatening weather (interior classroom restrooms) 746.5207 (a)(4).

PELC will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, when it is deemed safe to evacuate the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to sheltering-in-place. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, play a "quiet game", or other quiet activities as appropriate to the situation.

## **Reunifying Children & Parents 746.5202 (5)**

As the shelter-in-place/lock-down is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

### **Additional Building Security Procedures:**

The school is housed in a facility built specifically for the preschool with safety a major consideration in the planning of the facility. The lobby entry door may be opened by a staff member to allow entry into the remainder of the facility.

- All doors to the preschool building must be kept locked except for the front entry door. Panic bar hardware allows safe egress in case of emergency.
- Office personnel or other appointed staff should be positioned at the front desk & monitor the door at all times.
- Doors to unused classrooms & rooms that are off-limits to children (laundry, storage, etc.) are to be kept locked during operational hours.
- When an individual other than the parents or regular caregiver picks up a child, office staff will verify the identity of the individual & their authorization to pick up the child by checking his/her driver's license or other official picture I.D. The individual's name & license # will be recorded in the ProCare system & office staff will escort him/her to the proper classroom.
- If an individual that is not recognized by staff enters the school area, staff members are required to ask if the visitor needs assistance & if necessary escort them to their destination.
- If a suspicious person is present in the building & will not leave the premises, they must be asked to leave, & 911 called to summon the police. An all-school page will be issued to notify teachers to lock down their classrooms by remaining inside with both interior & exterior doors locked. All staff & children must remain inside until authorities arrive & handle the situation.
- If a suspicious person is in the parking lot or outside the building, office personnel must lock the front entrance & call 911 to summon the police. An all-school page will be issued to notify teachers to lock down their classrooms by remaining inside with both interior & exterior doors locked. All staff & children must remain inside until authorities arrive & handle the situation.

## **In the event of a fire or explosion, we will institute the following procedures... Evacuate & Relocate to Off-campus Alternate Shelter (Pinecrest Retirement Community)**

### **Evacuation & Relocation 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated alternate shelter at Pinecrest Retirement Community across the street at 1302 Tom Temple, Lufkin, TX 75904; located between Arthur Drive & Janeway Avenue. (A)

Children will be relocated to the designated alternate shelter by walking in a line both lead by, & followed by, a staff member. (B)

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

PELC will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated alternate shelter. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, of any forced evacuation of the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before evacuating to the FPC Sanctuary Building. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to evacuation to the safe area. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation & relocation is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## **In the event of a chemical spill inside our building, we will institute the following procedures...Evacuate & Relocate to On-campus Alternate Shelter (FPC Sanctuary building).**

### **Evacuation & Relocation 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated alternate shelter in the FPC church sanctuary building. (A)

Children will be relocated to the designated alternate shelter by walking in a line both lead by, & followed by, a staff member. (B)

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

PELC will account for all children in attendance at the time of the emergency by ensuring for evacuation that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated alternate shelter. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, of any forced evacuation of the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before evacuating to the FPC Sanctuary Building. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to evacuation to the safe area. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the evacuation & relocation is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

## **In the event of a chemical spill outside our building, we will institute the following procedures...Shelter-in-Place**

### **Shelter-in-Place 746.5202 (1)**

When the alarm sounds or when the preschool director/designee sounds a school-wide page, the first responsibility of staff is to move the children to the designated safe area. (A) In the event of a chemical spill outside our building making it unsafe to remain outdoors, PELC will shelter-in-place in the classroom restrooms with the door closed, away from windows & protected by interior walls. HVAC systems are to be turned off in the event of a chemical spill outside our building.

Children will be relocated to the designated safe area by walking in a line both lead by, & followed by, a staff member. (B) All students & staff sit facing the wall, protecting their head & face with their arms against the wall.

Children who have limited mobility, or who may otherwise need assistance will be assisted by classroom teachers, floaters, & office staff who may carry those children who are unable to walk quickly & safely while holding the hand of a staff member.

The emergency evacuation & relocation diagram is posted in each classroom on the exterior door, & is also attached to this document. (C), 746.5207 (b).

This diagram shows the floor plan of PELC 746.5207 (a)(1), with the designated inside location for staff & children to take shelter from threatening weather (interior classroom restrooms) 746.5207 (a)(4).

PELC will account for all children in attendance at the time of the emergency by ensuring that a teacher is at the front & the end of each line of children, then taking attendance for each individual class using the class roster, & counting to verify numbers when at the designated safe area. (E)

### **Communication 746.5202 (2)**

The preschool cell phone is for use in emergencies such as this. This phone will be part of the evacuation supplies gathered & taken to the appropriate designated safe area. This alternate number is on file with Licensing. Emergency phone #: 936-635-4430 (A)

We will use this emergency phone to contact local authorities such as the fire department, law enforcement, emergency medical services, &/or the health department as appropriate. Parents & Licensing will be notified by phone, or the "Remind" app, when it is deemed safe to evacuate the PELC building. (B)

### **Essential Documentation 746.5202 (3)**

An emergency procedures notebook is kept in the reception area of the preschool office. The administrative assistant will collect this notebook before sheltering-in-place. This emergency procedures notebook contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled (B), & a complete, up-to-date roster for each classroom listing all children enrolled & the days for which they are enrolled. (C)

Additionally, each classroom teacher is responsible for collecting the daily roster binder from the classroom prior to sheltering-in-place. This daily roster binder also contains parent & emergency contact phone numbers for each child enrolled (A), an authorization for emergency care for each child enrolled, & a complete up-to-date & up-to-the-minute roster & attendance sheet listing all children enrolled & detailing who is actually present currently.

### **Care of Children 746.5202 (4)**

School staff will ensure the safety & care of all children throughout the entire emergency situation, helping to keep all children calm & soothing anxious or nervous children. Staff may read stories, sing songs, lead finger-plays, play a "quiet game", or other quiet activities as appropriate to the situation.

### **Reunifying Children & Parents 746.5202 (5)**

As the shelter-in-place is lifted, children will be reunified with parent or parent-designated person. The director, or director designee will clock out & supervise individual pick-up of children to ensure each child is appropriately checked out & reunited with the correct parent.

Presbyterian Early Learning Center  
 607 Janeway Avenue, Lufkin 75901  
 936-634-4769  
 Sketch Not to Scale

# Evacuation Routes

In threatening weather,  
 take shelter in classroom restrooms

Meet in parking lot

