

First Friends Emergency Preparedness Plan

Evacuation Process

When the decision is made to evacuate the school, the Director will make the announcement in the most expeditious way possible that all the persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely.

In the event of an actual fire, the fire alarm will be pulled. The Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete.

The school staff will evacuate the children as follows:

Each teacher will be responsible to gather her class in a group and supervise an orderly evacuation to the designated assembly area. She is also responsible for bringing her sign-in sheet clipboard. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log using a name and face check process and the results reported to the Director immediately.

The school Aides and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

The Director will notify the main church office (372-2421) as well as the building facilities manager, Ken Hansen (674-6641 cell) of the situation.

Procedures for Conducting a Fire Evacuation (or Drill)

1. Inform the staff in advance*. The Director informs the staff that there will be a fire drill later in the day/week. *Some drills will be performed without advance notice given at the Director's discretion.
2. Familiarize the children with the fire drill. Teachers will talk to the children in their classroom about the alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and the school will be evacuated.
4. Teachers will lead the students out by the Primary Route posted in each classroom unless informed to use the Secondary Route.
5. For a fire drill, teachers will assemble their class on the sidewalk outside the breezeway. In the event of an actual fire, teachers will evacuate to the north parking lot.

6. Teachers will count their children against their sign-in sheet clipboard using a name and face check process. (If the teacher does not have her clipboard, she will check against her name/face check card.) In the event a child is missing, the Teacher will immediately notify the Director or an Aide who will notify the Director.
7. The Director will bring the Red Emergency File and a cell phone to the designated meeting area.
8. The Aide(s) will bring the First Aid Backpack, the school phone, and a cell phone to the designated meeting area.
9. The Director will verify an accurate recount of each person from the Teachers and Aides.
10. Time the drill.
11. Document each completed fire drill.
12. Follow the Emergency Dismissal Plan outlined below to dismiss students to their parents.

Fire drills will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Procedures for Conducting a Severe Weather Evacuation

1. Inform the staff in advance*. The Director informs the staff that there will be a severe weather drill later in the day/week. *Some drills will be performed without advance notice given at the Director's discretion.
2. Familiarize the children with the severe weather drill. Teachers will talk to the children in their classroom about the alarm, rules, and procedures for vacating the building.
3. Move to the church basement, FH-10 (Primary location. ROC Kitchen is the Secondary location). The Director will sound the alarm (whistle) and the school will be evacuated.
4. Teachers will lead the students out by the Primary Route posted in each classroom unless informed to use the Secondary Route.
5. Teachers will count their children against their sign-in sheet clipboard using a name and face check process. In the event a child is missing, the Teacher will immediately notify the Director or an Aide who will notify the Director.
6. The Director will bring the Red Emergency File and a cell phone to the designated meeting area.
7. The Aide(s) will bring the First Aid Backpack, the school phone, and a cell phone to the designated meeting area.

8. The Director will verify an accurate recount of each person from the Teachers and Aides.
9. Time the drill.
10. Document each completed severe weather drill.
11. Follow the Emergency Dismissal Plan outlined below to dismiss students to their parents.

Procedures in the event of an Explosion

1. Evacuate the building. The Director will sound the alarm and the school will be evacuated.
2. Teachers will lead the students out by the Primary Route posted in each classroom unless informed to use the Secondary Route. Teachers will meet at the North Parking Lot (primary location) or East Parking Lot (secondary location).
3. Teachers will count their children against their sign-in sheet clipboard using a name and face check process. In the event a child is missing, the Teacher will immediately notify the Director or an Aide who will notify the Director.
4. The Director will bring the Red Emergency File and a cell phone to the designated meeting area.
5. The Aide(s) will bring the First Aid Backpack, the school phone, and a cell phone to the designated meeting area.
6. The Director will verify an accurate recount of each person from the Teachers and Aides.
7. Follow the Emergency Dismissal Plan outlined below to dismiss students to their parents.

Procedures in the event of Toxic Fumes

1. Evacuate the building. The Director will sound the alarm and the school will be evacuated.
2. Teachers will lead the students out by the Primary Route posted in each classroom unless informed to use the Secondary Route.
3. If possible, we will evacuate to the Parlor in the main church building. If the entire church must be evacuated, we will evacuate to our regular meeting place.
4. Teachers will count their children against their sign-in sheet clipboard using a name and face check process. In the event a child is missing, the Teacher will immediately notify the Director or an Aide who will notify the Director.
5. The Director will bring the Red Emergency File and a cell phone to the designated meeting area.

6. The Aide(s) will bring the First Aid Backpack, the school phone, and a cell phone to the designated meeting area.
7. The Director will verify an accurate recount of each person from the Teachers and Aides.
8. Follow the Emergency Dismissal Plan outlined below to dismiss students to their parents.

Procedures for a Neighborhood Safety Incident

1. The Director or Aide will switch the Lockdown button in the Office to the down position, preventing anyone from entering the exterior breezeway doors.
2. The Director will notify teachers of the lockdown using the Lockdown signal (“Teachers, I need your red folder.”) and closing and locking the doors.
3. Teachers will lock and close their doors. They will cover the door window and turn out the lights.
4. Teachers will gather students into a corner or the bathroom and shut the doors. The doors will remain locked and closed until a police officer instructs the Teacher to open the door.
5. Teachers will be sure to grab their cell phone before barricading in the bathroom. Once secure, the Teacher will contact 911.

Procedures for a Volatile Person(s) Incident

1. The Director or Aide will switch the Lockdown button in the Office to the down position, preventing anyone from entering the exterior breezeway doors.
2. The Director will notify teachers of the lockdown using the Lockdown signal (“Teachers, I need your red folder”).
3. Teachers will lock and close their doors. They will cover the door window and turn out the lights.
4. Teachers will gather students into the bathroom (or a corner if outside their classroom) and shut the doors. Teachers will complete a name and face check once secure. **Teachers will radio via check-in once they are secure by providing their name and the number of students accounted for.**

Examples:

Mrs. Angie. Secure. 12 students. All present.

Mrs. Angie. Secure. 11 students. (Student’s name) with Aide.

Mrs. Angie. Secure. 11 students. (Student’s name) missing.

5. The doors will remain locked and closed until a police officer or the Director instructs the Teacher to open the door.

6. Teachers will be sure to grab their cell phone before barricading in the bathroom. Once secure, the Teacher will contact 911.

Everyone calls 911 once secure. The goal is to barricade in place. If in the classroom, go to the class bathroom. If in the gym, go to the gym bathrooms. If in the play structure, go to barricade in place, being sure to turn off lights and get away from windows. If outside, get inside.

Procedures in the event of a Severe Injury or Illness to a child or adult.

1. The teacher will radio for help or send the Aide or Director to call 911.
2. The teacher will begin administering appropriate first aid for the situation.
3. An aide will go to the classroom and take charge of the students, moving them to the gym or outside playground.
4. The Director will assist in providing first aid and contacting the parents.

Emergency Dismissal Plan

1. The Director will have an umbrella as a visual signal where parents need to line up for their child to be dismissed to them. Students will be dismissed to the parent or authorized pickup person only.
2. School personnel will record the time and the name of the person that the child left with on the attendance sheet (or class roster if the attendance sheet is not available).

Additional assignments of staff:

Evacuation Supervisor-Director

Alternate: Preschool Teacher__Jennifer Everett__

First Aid- School Aide_Athena Ruiz__ Grabs the first aid kit, school phone, cell phone

1. Make sure all children are accounted for.
 - a. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there. **1st-North Parking Lot 2nd-East Parking Lot**

- b. If we must relocate to another site, we will move staff and children to:
Wolflin Elementary, 2026 S. Hughes, Amarillo, TX 79109
We will shelter in the Roundhouse. Parents will need to park on Hayden Street and enter the awning marked Auditorium to pick up their child(ren).
- c. Activate the parent pick-up point. (Umbrella)
- d. Activate the communication assignment and provide specific phrases for the caller and information about the pick-up point.
The Director will contact the families whose children are injured as a result of the event.

Key Materials: Cell phone, Red Emergency File, Umbrella

2. First Aid Assignment: School Aide__Athena Ruiz__

Administer First Aid as necessary

Key Materials: Complete First Aid Kit

3. Communications Assignment__Jennifer Everett__

- a. Initiate the calling tree with teachers and staff.
- b. Confirm all parents/emergency back-up contacts have been contacted.
- c. Report back to Evacuation Supervisor with updates, needs, and problems during her rounds.

Key Materials: Cell phone or school phone, emergency contact numbers.

EMERGENCY NUMBERS

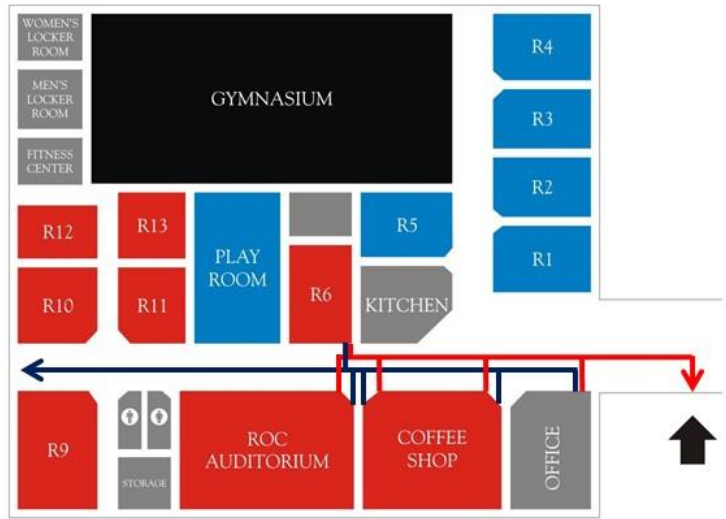
Name/Company	Contact	Telephone #
Fire/Police/Ambulance		911
Poison Control		1-800-222-1222
Child-Care Licensing	Clara Roe	354-5307 (main) 443-1728 (cell)
Facilities Manager	Ken Hansen	674-6641
TBC Children's Director & First Friends' Governing Body	Tara Cruse	817-703-3547
TBC Business Administrator	Karr Ingham	433-5309
TBC Main Church		372-2421

TRINITY BAPTIST CHURCH
EVACUATION ROUTE



CAMPUS LEGEND

- ➔ ENTRANCE
- ♿ RESTROOMS
- NURSERY
- PRE-SCHOOL
- ELEMENTARY
- JR./SR. HIGH
- ADULT
- COUNSELING CENTER



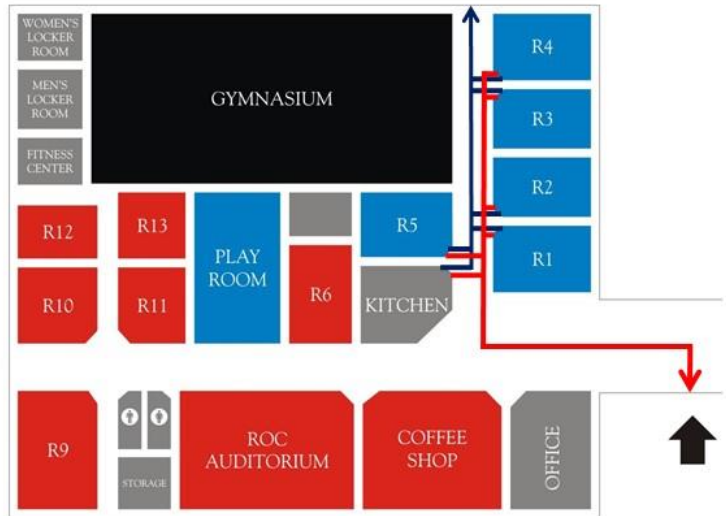
Office, Coffee Shop, Aud., R6

TRINITY BAPTIST CHURCH
EVACUATION ROUTE



CAMPUS LEGEND

- ➔ ENTRANCE
- ♿ RESTROOMS
- NURSERY
- PRE-SCHOOL
- ELEMENTARY
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- ADULT
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R1 – R5 & Kitchen