

EMERGENCY PREPAREDNESS PLAN

Revised September 2017

**First Baptist Church Preschool
402 S. Key Ave.
Lampasas, Texas 76550**

512-556-3673

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First Baptist Church Preschool Emergency Plan

402 S. Key Ave

Lampasas, Texas 76550

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I. General:

1. Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from harm. The safety and well-being of the children and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the office.
3. The plan will be reviewed and updated at least annually and after every actual emergency.
4. All staff will be given a copy of the plan and will be trained to follow it in an emergency. Emergency Preparedness drills and drills required by the Fire Marshall will be held at least annually to test the plan and the staff.
5. Quick response guides are attached to this plan as Tab A. They explain what to do in each type of emergency.
6. A list of emergency telephone numbers is attached to Tab A.

II. Situation:

1. First Baptist Church Preschool is located at the corner of Key Ave and 4th Street in Lampasas, Texas which is in Lampasas County.
2. This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents on Highway 281/183. This could include natural disasters such as floods, severe storms and technological hazards such as hazardous materials incidents and nuclear waste incidents which could occur within two miles of this center.
3. A list of the staff is attached at Tab D. The number of children typically enrolled in the program is 60.
4. A list of contact numbers for parents and guardians can be found in the Emergency Phone Number Box located in the kitchen area of the school. These contact phone numbers can also be found near the fire extinguisher located at the front door of the Preschool building.

III. Concept of Operations:

1. The director, Lindsay Black, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person will be assigned to listen for alerts on the radio and check on the status of the emergency.
2. Depending on the type of emergency, the Director will decide whether to shelter in place or evacuate the building or the whole center. If an evacuation is needed for a fire in one of the buildings, the staff will lead the children to the parking lot of the church and parents and guardians will be notified via a text alert system, or phone calls and emails, to pick up their children. If the area within 50 ft of the building needs to be evacuated, the staff will escort the children to the First Baptist Church office building located across the street at 406 S. Walnut, Lampasas, Tx 76550. If the neighborhood, or more than 50 ft. distance has to be evacuated, the children will be taken to the parking lot of the Lampasas Middle School at 902 S. Broad, Lampasas, Texas 76550.

A. Shelter In Place:

Shelter in Place means that the staff and the children in the preschool will remain in the school's building. Sheltering can be used in emergencies such as severe storms. Any children or staff that are outside the building will be brought inside the building, accounted for, and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. If a storm gets very strong, and windows are threatened, children and staff will be moved to interior bathrooms. In the event of a tornado warning, children and staff will also be moved to the interior bathrooms. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners, and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of the doors. The center will stay in **Shelter in Place** until the authorities give an all clear.

B. Evacuate:

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the center's buildings, rising floodwaters or an evacuation order issued by the

police, fire department, or other governmental authority. The person in charge will order an evacuation. If the emergency is limited to a single building or area, staff and children will be moved to a safe distance from the incident. This location could be the preschool parking lot in the case of a fire, or the First Baptist Church office located at 406 S. Walnut, Lampasas, Tx or the Lampasas Middle School parking lot located at 902 S. Broad, Lampasas, Tx, 76550. Children and Staff will walk on foot to the First Baptist Church or the Lampasas Middle School. Staff will notify parents and guardians via text alert system, and phone calls and email, to come pick up their child at the evacuation site. In any evacuation, children and staff will be accounted for and the start and again at the completion of the evacuation.

The person is limited to moved to a safe distance from the incident. This location could be the preschool parking lot in the case of a fire, or the First Baptist Church office located at 406 S. Walnut, Lampasas, Tx or the Lampasas Middle School parking lot located at 902 S. Broad, Lampasas, Tx, 76550. Children and Staff will walk on foot to the First Baptist Church or the Lampasas Middle School. Staff will notify parents and guardians via text alert system, and phone calls and email, to come pick up their child at the evacuation site. In any evacuation, children and staff will be accounted for and the start and again at the completion of the evacuation.

The Police or Fire or Office of Emergency Preparedness will inform the Director, students, and staff when it is safe to re-enter the building.

3. All actions shall be taken carefully and quickly to ensure that children and staff are protected from harm. Children with Special Needs will be guided through the indicated responses and the staff will ensure that the child's hands are held throughout the procedure or the child is carried by a staff member. Our program does not care for children under 2 1/2 years of age, therefore no special instructions are needed for care for this age group.
4. Depending on the type of emergency, the staff will follow the steps listed in the attached hazard guides. The emergency actions will be in three phases: Alert, Action, and Recovery.

IV. ASSIGNMENT OF RESPONSIBILITIES:

1. The Director will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan, and that the rest of the staff is trained and able to carry out the provisions of the plan.
2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency drill and also in executing the plan.
3. The Director will update the plan as needed and will hold at least one practice drill ever year, in addition to any drills that may be required by fire regulations.

V. Signature:

Director

Date

QUICK RESPONSE GUIDES

BUILDING DAMAGED

ALERT PHASE

1. Where is the building damaged?
 - a. Determine the severity then evacuate if required.
 1. Is anyone trapped? See #2
 2. Are Exits blocked? See #3
 3. Is there danger of a partial or total building collapse? See #4 & #5
 4. Does weather allow for children to re-located on foot to another location? See #6

2. Is anybody trapped in the building?
 - a. If yes,
 1. Evacuate everybody else.
 2. Call 911 or Local Fire Department.
 3. Have staff member stay by trapped person.

3. Are any EXITS blocked?
 - a. If yes,
 1. Evacuate using other exits.
(Front Door, Back door or Janitor Closet Door)
 2. Identify dangers and block access.

4. Is there danger of a partial or total building collapse?
 - a. Evacuate immediately and call 911 or Local Fire Department.

5. Are there any clues: gas smell, water leak, power out?
 - a. Evacuate to designated location: First Baptist Church Office building located at 406 S. Walnut.

6. Is the weather conducive for children and staff to be outside?
 - a. If yes,
Relocate the staff and children to the First Baptist Church Office at 406 S. Walnut.
 - b. If no,
Relocate children to the Fellowship Hall building through covered breezeway.

BUILDING DAMAGED

ACTION PHASE

1. Primary Staff Actions:
 - a. Calm staff and children.
 - b. Begin standard building evacuation.
 - i. Assemble children at designated spot.
 - ii. Teachers check attendance.
 - iii. Pick up Emergency Cards/Phone contact list and First Aid Kit.
 - iv. If 911 was called, have a staff member stay by the building to meet responders. _____ (2014-2015 Designee)
 - v. After accounting for all children, move to designated location, 406 S. Walnut. Students will be moved on foot.
2. Secondary Staff Actions:
 - a. Call or text alert parents and notify them of the situation.
 - b. Keep anybody from re-entering the building.
- c. If the damage is weather related, make sure a portable radio is brought to check weather status.

RECOVERY PHASE

1. When children are out of the building, is anybody hurt?
 - a. If yes, perform First Aid and call 911 or Fire Department
2. Is everybody accounted for?
 - a. If not, start search and call for help if needed.
3. Are there associated dangers: flood waters, loose electric wires, fires, and debris?
 - a. If yes, take children to far away to evacuation site.
4. Has 911 or the Fire Department been called?
 - a. If yes, make sure that somebody stays to meet emergency responders.

EVACUATIONS

ALERT PHASE

1. What is the threat?
 - a. Fire
 - move children to Fire Exits and out of and away from the building
 - b. Gas Smell
 - move children to Fire Exits and out of and away from the building
 - c. Damaged Building
 - move children away from damaged parts, then out of building if necessary
 - d. Water Leak inside
 - move children away from leak
 - e. Water Rising Outside
 - if time permits, evacuate building and area ahead of water. If water rises too quickly, stay in building and call for help. Moving through flowing water is extremely dangerous.

ACTION PHASE

1. Primary Staff Actions:
 - a. Move children quickly and quietly to assembly areas outside (main parking lot near light pole).
 - b. Account for all children and staff.
 - c. Check for injuries
 - d. Pick up Emergency information cards, or manual, and first aid kit and take with you.
 - e. If an area evacuation is required, secure transport and leave a note stating where you have gone and what you will do.
2. Secondary Staff Functions:
 - a. Close Windows
 - b. Call appropriate agency; 911, Fire Department, Police, etc.
 - c. Leave a staff person behind, if possible to meet emergency responders.

RECOVERY PHASE

1. After evacuation, does a danger exist in the building?
 - a. If yes, do not allow staff or children to re-enter the building.
2. Is the area dangerous, with flood waters, live wires, etc?
 - a. If yes, do not allow children or staff to re-enter the building.

3. How do you find whether the area can be re-entered?
 - a. Call the police or fire or Office of Emergency Preparedness.
 - b. If you don't know, DON'T GO!
4. Should children be brought back to the center after an evacuation?
 - a. If a situation is serious enough to evacuate, children should not be brought back until the facility can be evaluated as safe.

FIRE

ALERT PHASE

1. Do you hear a Smoke Detector?
 - a. If yes, evacuate immediately
2. Do you see or smell smoke?
 - a. If yes, evacuate immediately
3. Do you see flames?
 - a. If yes, evacuate immediately
4. Is the main exit blocked?
 - a. If yes, exit through an alternate exit (or window, as last resort).
5. Should you call the fire department from the center?
 - a. If any of the above applies, evacuate first, then call.
 - b. Treat every alarm as an emergency.

ACTION PHASE

1. Account for all children and staff.
2. Once everybody is out and accounted for, do not let anybody back in the building.
3. If the fire is small, you may be able to put it out with the center's Fire Extinguishers.
4. Remember Fire Rules:
 - a. Always crawl close to the floor in smoke.
 - b. Feel each door for heat before opening it.
 - c. If your clothing catches fire, STOP, DROP to the FLOOR, Cover your face with your hands and roll over and over again to put the flames out.

RECOVERY PHASE

1. Be ready to answer Fire Department questions:
 - a. Is anybody still in the building?
 - b. Has anybody been injured before, during, or after the evacuation?
 - c. Where did the fire start?
 - d. Is there anything in the building that could be dangerous to firefighters: Gasoline, Chemicals, Propane, Paint, etc?
2. Do not re-enter the building until the fire department has approved re-entry.

FLOOD

ALERT PHASE

1. Is there a Severe Weather Watch or Warning?
 - a. If yes, turn on the TV or Radio to get information.
2. Is there a Flash Flood or Flood Watch or Warning?
 - a. Continue to monitor the TV and radio to keep a close watch on the weather.
3. Is the center in a Flood Prone Area?
 - a. If yes, keep alert and watch weather warnings. Advise staff to be alert.
4. Is water coming into the building?
 - a. If yes, attempt to seal up water entry areas. Put children up on tables or chairs and call 911 to report. Do not try to take children across flooded streets or areas.
5. Is evacuation an immediate concern?
 - a. Assemble and move children, one at a time, with an adult, to a higher place, upstairs in a multi-story building (second floor above Fellowship Hall).

ACTION PHASE

1. Primary Staff Actions if Center is in a Flood Area:
 - a. Position sandbags, if applicable, at first sign of flooding.
 - b. Check nearby multi-story buildings for shelter.
 - c. Check rain apparel for children and staff.
 - d. Locate box of emergency cards. Bag to keep from getting wet.
 - e. Locate first aid kit. Bag to keep from getting wet.
 - f. Review responsibilities and things to do list.
 - g. Follow Standard Evacuation Procedures.
2. Secondary Staff Actions:
 - a. Protect equipment and files from water by putting them into plastic bags and moving them to higher shelves.
 - b. Turn off electricity before leaving.
 - c. Leave a note on the door to tell where you are going.
 - d. Leave a staff member to wait for responders if help was requested and had not arrived.

RECOVERY PHASE

1. Has the Severe Weather Watch/Warning been lifted?
 - a. If sheltered in place, return to normal activities.
 - b. If evacuated, begin return preparations.
2. Is the building damaged?
 - a. If yes, see building damaged checklist.
3. Is everybody accounted for?
 - a. Resume normal activities as soon as possible.

NATURAL GAS LEAK

ALERT PHASE

1. Is there a Natural Gas smell in the center (note: all staff will be familiarized with the smell of Natural Gas).
 - a. If yes, call the Gas Company at once and open a window near the source. Put out any open flames.
 - b. If yes, keep staff and children away from gas leak.
 - c. If yes, evacuate the children and staff from the building. Do not turn any electrical switches on or off and do not use the telephone inside the center.

ACTION PHASE

1. Primary Staff Actions:
 - a. Use standard evacuation procedures.
 - b. Once evacuated, do not return until building is safe.
 - c. Call gas company, or 911, from an outside phone.
 - d. Wait a safe distance until the gas company arrives.
2. Secondary Staff Actions:

Keep other people away from the building.

RECOVERY PHASE

1. Has an "All Clear" been issued by the gas company or emergency personnel.
 - a. Return to normal activities as the responders recommend.

HAZARDOUS MATERIALS RELEASE
ALERT PHASE

1. Has there been an alert about a Hazardous Materials release?
 - a. If yes, get information from the radio, tv, or phone.
2. Is a cloud of Hazardous Materials likely to come toward you?
 - a. If yes, find out how soon it will get to you.
3. Is a cloud FAR OFF and likely to come slowly?
 - a. If yes, consider evacuation, traveling away from the path of the cloud. Find out whether the cloud is likely to go to your regular evacuation destination. If yes, choose another destination.
4. Is a cloud CLOSE and likely to come soon?
 - a. If yes, shelter in place. Get all children and staff inside. Close and seal all doors, windows, and vents. Turn off air-conditioning/heating and fans. Turn off or extinguish any open flame device. Keep radio and TV on to get bulletins.
5. Is there a strange odor or visible cloud outside?
 - a. If yes, call 911 or Fire Department and report the situation and request advice and assistance.

ACTION PHASE

1. Primary Staff Actions if you Shelter in Place:
 - a. Call 911 and tell them you are sheltering in place.
 - b. Seal off the room where you are sheltering with tape, blankets, plastic bags, etc.
 - c. Make sure you have a radio, tv, phone, water and First Aid Kit in the shelter area.
 - d. Follow what authorities tell you to do.
 - e. Do not leave the building until the authorities give an "All Clear"
2. Secondary Staff Actions:

- a. Have clothes, toys, games and food in sealed area.
- b. Remove and discard any clothing exposed to the Hazardous Material.
- c. If skin is exposed to Hazardous Material, wash with soap and water. Use a lot of water.

RECOVERY PHASE

1. Have you received an “All Clear” from the authorities?
 - a. If yes, return to normal operations
2. Do your nose and eyes detect any lingering contamination, such as films, powders, and odors?
 - a. If any contamination is present call 911. Do not let anybody touch contaminated objects or areas.
3. Are there still questionable areas but no obvious clues?
 - a. Call the authorities and request assistance.

TORNADO ALERT PHASE

1. Is there a severe thunderstorm watch or warning?
 - a. If yes, turn on weather radio and tv and listen for more information.
2. Is there a Tornado watch?
 - a. If yes, monitor the radio and tv and look and listen for tornado
3. Is there a Tornado warning?
 - a. If yes, move the children and staff to interior bathrooms that have good structural support and listen until you hear and “All Clear”
4. Did you see or hear a tornado?
 - a. If yes, quickly move children and staff to interior hallways or room that have good structural support and follow actin checklist.

ACTION PHASE

1. Primary Staff Actions
 - a. Move children and staff, as above.
 - b. Have children and staff move into the restrooms and tell them about the Tornado Tuck position.
 - c. Remain in sheltered area until an “All Clear” has been given.
 - d. If the building is damaged, move children away from the damaged area, but stay in shelter until al “All Clear” has been given.
 - e. Keep children and staff calm and reassured.
2. Secondary Staff Actions
 - a. Get blankets and pillows to cover children.
 - b. Get flashlights and emergency lights ready.
 - c. Review any other applicable checklists.

RECOVERY PHASE

1. Is anybody hurt?
 - a. If yes, perform First Aid and call 911 for assistance.
2. Is anybody missing?
 - a. If yes, start immediate search and rescue. Call for help if needed?
3. Is the building damaged?

- a. If yes, refer to the building damaged checklist.
- 4. Are there any other storm related problems such as a power outage, gas leak, water leak, flooding, telephone out?
 - a. If gas leak, evacuate. Turn off appliances which could create a spark or flame.
 - b. If water leak or flooding, evaluate, then evacuate if necessary.
 - c. If the power is out, use emergency lighting.
 - d. If the phone is out, expect emergency response to be delayed. Get to a working phone to report problems.
 - e. If other problems arise, deal with them as per the other checklists.

CRIMINAL ACT
ALERT PHASE

1. Has there been a threat of Criminal Action against the center, either Bomb Threat or any other type of Criminal Action?
 - a. If yes, call the proper authorities immediately.
 - b. If yes, account for all children and staff.
 - c. If yes, have staff look for any suspicious persons or packages in or near the center.

2. Is a Criminal or Mentally unstable person present in the center, threatening some type of action?
 - a. If yes, find out whether he or she is within reach of any children or has harmed anybody.
 - b. If yes, try to get children and staff out of reach of the person.
 - c. If yes, call for assistance from 911 or law enforcement.

ACTION PHASE

1. Primary Staff Actions:
 - a. If a bomb threat exists, treat it seriously by looking for any suspicious packages.
 - b. Call the authorities and evacuate the center.
 - c. Wait a safe distance away from the center for the authorities.
 - d. If a person is threatening or committing criminal acts, get children and staff away from the person and call 911.
 - e. If the person has harmed anybody, get to the injured person and perform First Aid.

2. Secondary Staff Actions:
 - a. Account for all children and staff.
 - b. Keep other people away from the center.
 - c. Have a staff member meet law enforcement responders outside the center and brief them on the situation.

d. Stand by to assist responders to locate the person or bomb.

RECOVERY PHASE

1. Make sure that authorities have issued an “All Clear” and that the person or bomb has been removed or otherwise rendered harmless.
2. Return to normal activities as soon as possible.

VOLATILE OR ENDANGERING INTRUDER
ALERT PHASE

1. Has there been evidence or warning signs that a person in the vicinity of the school or on school or church property might become volatile? If yes, call the proper authorities immediately with physical description and description of the scenario.
 - a. If yes, teachers and staff will be notified either through PA system, a staff runner, or cell phones. The notification will instruct a “LOCKDOWN”. Notify the staff of where the intruder is located and weapon used.
 - b. Call the church office and notify them of the situation.
2. Is a Criminal or Mentally unstable person present in the center, threatening some type of action?
 - a. If yes, find out whether he or she is within reach of any children or has harmed anybody.
 - b. If yes, children and staff move out of the reach of the person.
 - c. If yes, call for assistance from 911 or law enforcement.

ACTION PHASE

1. Primary Staff Actions:
 - a. Move children to “hiding”. Hiding could be in classroom closets, or under or behind furniture.
 - b. Wait in hiding under you hear an “ALL CLEAR”.
 - c. If intruder enters your room, distract the intruder by throwing objects at the intruder. This will impair the intruders ability to accomplish much.
 - d. If the person has harmed anybody, get to the injured person and perform First Aid.
2. Secondary Staff Actions:
 - a. Account for all children and staff.
 - b. Keep other people away from the center.
 - c. Have a staff member meet law enforcement responders outside the center and brief them on the situation.

d. Stand by to assist responders to locate the person or bomb.

RECOVERY PHASE

1. Make sure that authorities have issued an “All Clear” and that the person has been removed or otherwise rendered harmless.
2. Return to normal activities as soon as possible.

BOMB THREAT

1. Take a message.
2. Keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word spoken by the person.
3. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him or her for this information.
4. Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
5. Be alert for distinguishing voice characteristics (sex, voice quality, speech impediments).
6. Note whether the caller indicates knowledge of this preschool or insight by his or her description of locations. Lead him or her on: kill time, learn where the caller is knowledgeable about the preschool.
7. Complete a Bomb Threat Call form while you are on the phone or as soon as the party hangs up. (Bomb Threat Call Forms are attached.)
8. Notify the Director and Safety Officer.
9. Supply the details and follow instructions.
10. The director or designee will notify the police and fire departments.
11. If the call has been received by someone other than intake personnel, preschool administration will notify the intake telephone operator.
12. The person receiving the call will take the Bomb Threat Call report information or form directly to the Director's office.
13. Students or other personnel or parents should not be alerted that a threat was received until the Director or designee gives such instructions.

SUSPICIOUS PACKAGE

1. If a package that appears suspicious is received or found within the preschool, notify the Director or designee. Do not handle the package. Clear the immediate area of students and personnel.
2. If a package appears suspicious to the Director or designee, he or she will ask the designated staff person to send for the police and bomb squad.
3. Keep the area clear until the police or bomb squad arrives and completes its inspection.

4. During the interval between a bomb threat and the arrival of officers, keep all staff and students away from the building.
5. The receiver of a bomb threat will remain in contact with the Director or designee for an interview with the police.

EVACUATION

1. Only the Director or designee may order evacuation of the preschool.
2. Emergency Preparedness Plan Evacuation Procedures will be followed.
3. Staff will be instructed whether or not only a single area will be evacuated or if there will be a general evacuation will be ordered.
4. If the threatener has given a time for the bomb to go off, the fire alarm system will be activated immediately before that time (for fire and damage containment in case of an actual bomb).

BOMB THREAT REPORT

Date: _____ Time: _____ Phone #: _____

Name of person receiving call: _____

Title: _____

As best you can, write the exact words of the caller:

Questions to ask caller:

1. Can you repeat your message?
2. Where is the bomb?
3. When will it explode?
4. What kind of bomb is it?
5. What does it look like?
6. Why did you do this?
7. Where are you calling from?

Description of the caller's voice:

Male _____ Female _____ Age _____

If voice was familiar, who could it be? _____

Voice:

_____ Raspy _____ Soft _____ Fast _____ Distinct

_____ High Pitched _____ Deep _____ Slow _____ Slurred

_____ Pleasant _____ Loud _____ Nasal _____ Distorted

_____ Stutter _____ Muffled

Describe any background noises: (Voices, Office Machines, Animals, Music, Factory Machines, Airplanes, Trains, Street Traffic, Quiet, etc)

Phone Connection: _____ Clear _____ Static

Current Employees
First Baptist Church
Preschool/Kindergarten

Lindsay Black
Director
Church Office

Jacalyn Lane
Four Year Old Teacher
Room #201

Karis Graham
Four Year Old Teacher
Room #203

Andrea Lawson
Three Year Old Teacher
Room #205

Misty Erwin
Three Year Old Teacher
Room #207

Debby Petronis
Safety Aide
Preschool Building

Emergency Phone Numbers

POLICE 911

FIRE DEPARTMENT 911

LAMPASAS PUBLIC UTILITIES

512-556-3641

NATIONAL RESPONSE CENTER TO
REPORT TOXIC
CHEMICAL SPILLS, OIL SPILLS, and
TERRORIST THREATS

1-800-424-8802