



# Trinity by the Sea Episcopal Day School

P.O. Box 346 Port Aransas, TX 78373 (361)749-6448  
Tax ID #74-1615169 Director: Nana Ward Trinitybytheseadayschool@gmail.com

## EMERGENCY PREPAREDNESS PLAN

### INTRODUCTION

The intent of this plan is to assist the Trinity Day School Director and staff in responding to emergency situations, to maintain the safety of children, and to coordinate with public safety officials, the church, and families/guardians.

**Note:** *If local licensing regulations require more than this Emergency Preparedness Plan, the licensing requirements will prevail. In addition, Church emergency plans take the place of this plan where applicable.*

**Note:** *All emergency classroom backpacks located in each classroom contain the attendance binder including the child's attendance, the child's parent/guardian emergency contact information, and authorization for emergency care. Also included in the backpack are flashlights, cell phones, small toys, books, first aid supplies and any emergency allergy information and medication. **Teachers** take these backpacks everywhere they go.*

➤ *An emergency Center backpack is also located in the front lobby area with all the children's emergency contact information and authorization for emergency care.*

### EMERGENCY PREPAREDNESS PLAN

In the event of an emergency, the **Director** will oversee the situation at the School. In the Director's absence, the emergency management responsibilities are delegated to the **Assistant Director and/or Director Support staff**. Emergency instructions and directions will be taken from the Church or local emergency agency at the activating event or near the School.

The ***Emergency Preparedness Plan*** shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

An ***Emergency Evacuation and Relocation Diagram*** is posted in all classrooms and common areas indicating the primary and secondary routes for evacuation from that specific area. The diagram also provides the building's shelter location and address, and evacuation assembly areas.

The ***Off Campus Emergency Relocation Location*** is: Best Western Ocean Villa  
400 E Ave. G  
361-749-3010

***Emergency Phone Numbers*** are prominently displayed by all telephones in the School and are in every emergency classroom backpack.

***Emergency Drills*** are conducted at different times of the day each month in order for the children and staff to understand how to respond in the event of an emergency.

## **SHELTERING IN PLACE/LOCKDOWN**

Sheltering in Place is conducted in response to tornadoes, severe storms/weather, chemical or other situations that warrant sheltering in place. **Sheltering In Place** is defined as moving people into the building and isolating the building environment from the outside.

In the event of tornado and/or severe weather, ***a whistle will blow*** indicating the imminent threat. **Teachers** will take the emergency classroom backpack (carrying the attendance binder, flashlight, and cell phone), walk the children to the classroom bathroom or safe room, close the door, and await further instructions. **Teachers** will conduct name-to-face attendance of all children to ensure all are present.

The **Director and Assistant Director** will take the emergency Center backpack containing the children's and staff's emergency contact information located in the front office and assist any limited mobility children and non-ambulatory children first in sheltering procedures. The **Director and other support staff** will check all areas for "hidden" children.

**Teachers** will utilize the items in the backpack for calming activities such as songs, books, fingerplays, and small toys until the School is deemed safe to return.

**Lockdown** is conducted in response to a potentially violent situation and enables children and staff to move out of harm's way. In the event of a lockdown, ***an air horn will sound*** indicating an imminent threat.

**Teachers** will take the emergency classroom backpack (carrying the attendance binder, flashlight, and cell phone), quietly walk the children to the classroom bathroom, lock both the classroom and bathroom or safe room doors, turn out the lights, remain quiet, and await further instructions. If possible, teachers will use classroom phone or cell phone to contact 911, use the posted script to report threat, and follow instructions. **Teachers** will not open the locked door until the predetermined safe word is utilized.

The **Director and/or Assistant Director** will ***sound air horn***, contact 911 immediately, and follow instructions. In addition, the **Director and other support staff** will assist in the lockdown procedures with limited mobility children first and continue ensuring the safety of the

children and staff. Parents and/or guardians will be contacted as soon as possible by the **Trinity Day School Director, Assistant Director**, or emergency personnel.

## **EVACUATION**

Evacuations are conducted in response to immediate area threats such as fire, gas leaks, and/or bomb threats and allows the **Teachers** to walk the children to a designated safe area.

There are fire alarms and fire extinguishers located at designated points within the center.

In the event of a **Fire or other immediate area threat**, an ***automated alarm system*** will alert the School and the local fire department. **Teachers** will take the emergency classroom backpack including the attendance binder, flashlights, and cell phone and walk the children to the front parking lot, Church, Parish Hall, Rectory, or Amphitheater. A name-to-face attendance will be conducted with each classroom ensuring all the children are present.

The **Director and Assistant Director** will ensure all classrooms have evacuated, assist in the evacuation of limited mobility children first, and ensure accountability for all building

occupants. The **Director and Assistant Director** will coordinate with local emergency agency for further instructions and assist the **Teachers** in contacting the parents and/or guardians.<sup>1</sup>

<sup>1</sup> See **Attachment A** for Procedures For Conducting a Fire Drill

## **RELOCATION**

Relocation is conducted in response to a widespread threat such as a flood, chemical spill, widespread fire, or any circumstance that deems the School or other campus buildings and area unsafe.

In the event of a **flood, chemical spill, or other widespread threat**, instructions from the emergency agency handling the threat will be followed. **Teachers** will take the emergency classroom backpack including the attendance binder, flashlights, and cell phone, and walk the children to the designated alternate location,

**Best Western Ocean Villa 400 E Ave G 361-749-3010.**

and utilize the book store, items in their emergency backpacks, and songs to keep the children calm. **Teachers** will conduct a name-to-face attendance of all children ensuring all children are present. Staff and children will remain at the alternate location until parents or guardians have picked up the children or the School is deemed safe to return.

The **Director and Assistant Director** will follow the directions of the emergency agency and will assist in the orderly relocation of the children, assisting in the relocation of limited mobility children first. In addition, the Director and Assistant Director will assist Teachers in contacting parents/guardians and organizing the release of the children.

## **EMERGENCY PHONE NUMBERS**

Trinity By The Sea Day School                      361-749-6448

Trinity By The Sea Episcopal Church              361-749-6449

Episcopal Diocese Office                              (888) or (210)-824-5387

<b>Nana Ward, Director</b>	<b>361-548-0033</b>
<b>Cheri Duet, Assistant Director</b>	<b>903-799-9755</b>
<b>Rev. James Derkits</b>	<b>713-201-3937</b>
<b>Ambulance</b>	<b>911</b>
<b>Fire</b>	<b>911</b>
<b>Poison Control</b>	<b>1-800-222-1222</b>
<b>Police</b>	<b>361-749-6241</b>
<b>Local Health Dept.</b>	<b>361-826-7200</b>
<b>Child Care Licensing</b>	<b>361-878-3451</b>
<b>DFPS Child Abuse Hotline</b>	<b>800-252-5400</b>
<b>Best Western Ocean Villa</b>	<b>361-749-3010</b>

**\*List of employees is located in the front entry way.**

**\*List of employee phone numbers is located in the front office.**

## **Procedures For Conducting a Fire Drill**

1. **Director or Designee** initiates the fire drill.
2. **Evacuate the building.** When the alarm goes off:
  - **Teachers** line up their children, conduct a name-to-face attendance to ensure all are present, and take the emergency classroom backpack including the attendance binder, flashlights, and cell phone in preparation to evacuate.
  - Toddlers and Preschoolers proceed immediately with **teachers and/or other staff** to the outside-designated area or Chapel.
  - **Director or designee** checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
3. **Verify accurate recount of all persons.** The **Director or Assistant Director** checks with each group to verify a name-to-face attendance has been completed.
4. **Time the drill.** The **Director** times how long it took to evacuate the building.
5. **Return to building.** The **Director or Assistant Director** gives approval to reenter the building and provides help if needed.

6. **Document the Completed Fire Drill.** The **Director** documents the specifics of the drill: date and time to vacate building.