

AISD PEP Child Care Center Emergency Procedures

‡Emergency Preparedness Plan

PEP Child Care Center staff routinely train, prepare and practice for each possible emergency scenario to insure that each child will be provided the best outcome possible during an actual emergency.

A *Child Identity Tag* is kept with each child, during an emergency, and will provide invaluable contact and health information. **Please periodically check that your child's emergency information is correct and up-to-date.**

Listed below are several emergency situations that may result in the initiation of a center, campus, and/or district emergency response. The type of response and a description of possible events causing the response is provided below.

- **Evacuation-**(Fire/Bomb Threat) children are moved to a designated gathering place, away from the building
- **Shelter-in-Place-**(Hazardous Materials/Chemical Release/Tornado) children are quickly moved to a room inside the center, typically the classroom or interior room connected to the classroom
- **Lock-Down-**(Threat of Violence/Intruder) children are *quietly* secured behind as many locked doors and structures as physically possible, in an effort to distance them from the intruder or threat
FOR THE SAFETY OF ALL STUDENTS AND STAFF, WE ASK PARENTS TO UNDERSTAND THAT NO ONE IS ALLOWED TO ENTER OR EXIT THE BUILDING DURING AN ACTIVE SHELTER-IN-PLACE OR LOCK-DOWN RESPONSE.
- **Off-site Relocation-**(Campus or Community Emergency Event) children are relocated to a primary relocation site or a secondary relocation site. Relocations sites/campuses for each child care center are:

PEP Child Care Center Location	Alternate site #1	Out-of-area site #2
AHS-281-245-2758 907 Cedar Lawn	Alvin JH-281-245-2770 2300 South St.	Manvel HS PEP Child Care Center
MHS-281-245-3110 19601 Hwy 6	EC Mason-281-245-2832 7400 Lewis Ln	Alvin HS PEP Child Care Center

Procedures followed in advance *and* following an emergency response:

- Director or Campus administrator gives the appropriate emergency order or alarm.
- Director or Campus administrator contacts appropriate emergency authorities by calling 911.
- Teacher(s) in each classroom move the children to the appropriate designated "safe" place.
- Teacher(s) verify that each child listed on their class roster is accounted for.
- Teacher(s) will provide comfort and care for each child during emergency procedures.
- Teacher(s) will await "all clear" from district emergency response representative.
- In the event of an actual emergency, all parents/guardians will be notified of the center's operational status, approximate duration of the emergency, and/or when/where children will be available for safe pickup, through phone, email, and/or district media communication.

‡Severe Weather

The AISD PEP Child Care Centers will follow district instructions, regarding school closings, late arrival, or early release due to inclement weather or emergency conditions. District officials will post a notice regarding these changes through the district's website, www.alvinisd.net and will also notify the following local television and radio stations: KTRK-Channel 13, KHOU-Channel 11, KPRC-Channel 2, and KTRH 740 AM.

‡Medical

In the event of a serious medical emergency, 911 will be contacted and the child will be transported by ambulance to the nearest hospital ER. Parents/guardians *or*, if necessary, secondary emergency contacts, will be quickly notified.