

Handbook Emergency Plan Supplement

Our Lady of the Rosary Learning Center (OLRLC) has a very detailed plan for addressing Various Emergency situations at the facility. It includes detailed training of the staff and routine testing of the plan. The complete document is available for review by contacting the director. This is summary of the plan so the parents are aware of what happens in certain situations.

The plan is based on the Standard Response Protocol. See photo at end of this section. It employs an Incident Command Format. The director or a designate is the commander of each incident while the teachers are responsible for executing the plan with their students.

All communications to the parents will be done to the phone number on file. If parents cannot be contacted the emergency contact on file will receive the communication.

FIRE: Fire drills are practiced monthly. The daycare's response is to evacuate the building and call the fire department to respond. Parents will be contacted to pick up their children if the building cannot be reentered. The primary meeting place is the parking lot with the convent as an alternate. If an alternate site was used by one of the teachers, the parent will be notified where to go. Parent will be notified by phone when the facility can be re-opened.

Severe Weather: For a Hurricane approaching the area, OLRLC follows the closure direction of the Flour Bluff School District. Closure and reopening will mimic the district and can be monitored by radio station 98.5 KLUX.

For a tornado sited in the vicinity of the center, OLRLC practices sheltering to the most secure part of the structure which is the hallway at the center of the building. They lie down and put their faces to the floor. If a tornado does impact the building to where classes cannot continue the teacher's will contact the parent's to pick up their child.

Endangering person in the vicinity or the facility: The center practices lock down, secure and hold depending on the student's location at the time of the initiation of the situation. See the SRP Protocol. The teachers are trained in which to use depending on their location. Typically no communication from the teachers to the parents will happen until the Police declare the situation is secure. Lockdown involves turning all lights out locking the access to the room and getting out of sight. They will stay secure there until released by the police or the director.



STANDARD RESPONSE PROTOCOL



HOLD In Your Room Or Area

Students:

- Clear the hallways and remain in the area or room until "All Clear" is announced
- Do business as usual

Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE (Lockout) Get Inside. Lock Outside Doors.

Students:

- Return to inside of building
- Do business as usual

Adults and Staff:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN Locks, Lights, Out Of Sight

Students:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and Staff:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



EVACUATE To Announced Location

Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using ~~Red Card/ Green Card~~ method.



SHELTER For A Hazard Using Safety Strategy

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students:

- Use appropriate safety strategy

Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using ~~Red Card/Green Card~~ method

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.