



Emergency Preparedness Plan

CHANGEE Academy emergency Operations Plan/Emergency Preparedness Plan is specific to procedures implemented by CHANGEE Academy. The CHANGEE Academy Emergency Operations Plan/ Emergency Preparedness Plan addresses the following:

- Staff responsibility
- Facility readiness with respect to emergency evacuation and relocation
- Types of emergencies most likely to affect CHANGEE Academy: Severe Weather, hurricanes, medical Emergencies, communicable disease outbreak , and human caused hazards.

Evacuation

- The first responsibility of staff is to move the children to a designated safe area or alternate shelter
- Children will be relocated to the designated safe area or alternate shelter. All rooms with children under 24 months of age are equipped with evacuation cribs to evacuate children who are 24 months of age, who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments. An emergency evacuation and relocation diagram is posted by the exit of each room. The emergency evacuation and relocation diagram includes 2 exit paths from each room, designated location outside CHANGEE Academy and shelter in place location for severe weather.
- Alternate shelter located away from the center area:
 - ★ Caregivers will provide transportation to relocate children to: Fallbrook Church @ 12512 Walters Rd #100, Houston, TX 77014, phone 281-444-2733
- Each room has a list of children in attendance. In case of an emergency, the caregiver will take the children and the list of children to the designated safe area or alternate shelter.

Communication:

- The director is responsible for the emergency telephone numbers and contact information that is on file. The director will take the emergency contact book , which includes the emergency contact information and the authorization for emergency care, to the designated safe area or alternate shelter.
- In case of emergency the childcare director will contact the Houston Police Department @832 394- 3800 and call 911 if there is a campus emergency. Staff will use cellphones to communicate with parents and Child Care licensing.

Evacuation Procedures:

- Parent and emergency contact telephone numbers for each child in care is the responsibility of the director. In case of emergency, the director will take the emergency contact book to the designated safe area or alternate shelter. Authorization for emergency care of each child in care is included in the emergency contact book with the emergency contact information (Emergency and illness Notification/Contact Information).
- Each room will evacuate with the child care attendance information for children in care.

Types of emergencies most likely affect the Academy: Severe Weather, hurricanes, medical emergencies, communicable disease outbreak. and human caused hazards.

EMERGENCY LOCKDOWN PROCEDURES

S.M.A.R.T. CARD

Classroom, Offices	On Playground
<ol style="list-style-type: none">1. <u>STOP</u> all instruction2. <u>LOCK</u> classroom door/cafeteria doors3. <u>MOVE</u> students and staff as far away from all doors <u>AND</u> windows to a safe area. Ex. Restrooms, under tables, or in a corner.4. <u>CLOSE</u> all blinds (if your classroom has window)5. <u>COVER</u> window on classroom doors <u>Use:</u> CRAFT PAPER, POSTER BOARD, FABRIC, etc.6. <u>TURN</u> off all lights7. TEXT your safety captain: Your classroom name and the letter "Y" if your classroom is safe or the letter "N" if you are in need of assistance. EXAMPLE Confidence -Y (safe) or Confidence - N (need assistance)8. STAY PUT and wait for "ALL CLEAR" announcement.9. RESUME normal school day activities	<ol style="list-style-type: none">1. BRING students into the building ENTER through the side door2. Take students to Back room3. TEXT your safety captain: Your class name and the letter "Y" if your classroom is safe or the letter "N" if you are in need of assistance. EXAMPLE Smart -Y (safe) or Smart- N (need assistance)4. STAY PUT and wait for "ALL CLEAR" announcement.5. RESUME normal school day activities

LET'S ALL **BE SMART!** SAFE, MINDFUL, ALERT, RESPONSIBLE,
THOUGHTFUL