



**Parkview Christian Childcare &  
Preparatory Academy**

**EMERGENCY  
RESPONSE PLAN  
HANDBOOK**



These are our guidelines for critical events and emergencies. In all events, we still need to use good judgement and common sense.

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In the event an emergency occurs during operation hours, the safety of children and staff is our first priority.

Our second priority is the reunification of parents with their children.

PCCPA keeps a daily record of the children in attendance each day, as well as a binder of child I.D. sheets with parent contact information and individuals authorized to pick up each child.

Please keep phone lines open for emergency communication if needed.

Staff will do all they can to protect life and keep personal injury down to a minimum, while cooperating with local emergency preparedness agencies.

## **Goals**

- The primary goal of this plan is to protect our children and our staff.
- To provide our parents with guidelines and procedures for emergency events.

## **Scope**

- Emergency Preparedness plan for critical and medical emergencies.
- Critical events that require an immediate response from public safety agencies.

Examples: tornado, flood, hurricane, severe weather, terrorist attack, fire, hazardous material spill, a hostage situation or kidnapping, threat involving weapons, explosion, and suspects being pursued in our area.

## **Evacuation Locations**

### **On site Evacuation Location:**

Safe room – a safe room is used when an evacuation from the building would

place the children at risk. The most common on-site evacuation would be in response to a tornado warning, environmental hazard, or gang activity.

The Director is the one who designates a safe room for evacuation. Our current designated room is in the fellowship hall for building 1 or the hallway for building 2. When directed, teachers would move children immediately to the designated area. Severe weather drills, such as tornadoes or hurricanes, are practiced quarterly.

Off-site Evacuation Location:

We would only move children to an off-site location due to a natural disaster, facility hazard, bomb threat, or in any other event that the building is considered unsafe. In this case, the children would be transported to:

**CENTRAL CHRISTIAN CHURCH**

**4901 W Lakeshore Dr.**

**Waco TX. 76710**

Children will be transported via automobile or PBC buses. Our contact person there is Nancy Hollinger at 254-776-7768.

**Lock Down**

Soft Lock Down – Defined as “Code Yellow” status, meaning there is a possible threat of an intruder coming on campus or in the building.

Hard Lock Down – Defined as “Code Red” status, meaning an intruder is in the building or on campus.

All teachers have been trained to follow the guidelines of our lockdown procedures.

In the event of a soft lock down, “Code Yellow” status, the following will happen:

1. An announcement will be made that all staff, faculty, and student body should act under “Code Yellow” status.

2. Teachers will secure all students according to the status instructions that they have previously been trained in.
3. Director will call 911 and give a description of the intruder.

In the event of a hard lock down, “Code Red” status, the following will happen:

1. An alarm will go off putting us automatically into “PCCC Red” status.
2. The alarm will immediately put law enforcement in route to our facility.
3. Teachers will secure all students according to the status instructions that they have previously been trained in.
4. EVERYONE SHOULD REMAIN AS QUIET AS POSSIBLE.
5. When it is safe, the teachers will notify the police and authorities of the classroom status.
6. Once a classroom has gone into a “Code Red” status, under no circumstances should the door be opened to ANYONE except EMERGENCY FIRST RESPONDERS.
7. All classrooms are furnished with an emergency container including a first aid kit, food, and water for each student, a flashlight, yellow and red communication cards, and duct tape.
8. After the lockdown status has been lifted, we will confirm that each child is accounted for.

## **Fire Evacuation**

In the event of a fire, staff will direct children outside of the building quickly and calmly. They will count their children, notifying the Director if anyone is missing. Children will go to the fence line located in the back of our parking lot, or across the road on the other side of building 2. Fire drills are practiced monthly.

## **Family Reunification**

The Director will inform staff of the need to relocate and call staff to the relocation site. The relocation site will have a secure area to hold the children. We will set up area for parents/guardians to sign children out and communicate with

parents via remind or phone number. We will only release students to authorized personnel. We will check for proof of identity.

## **Procedures for other Emergencies**

### **Bomb Threat**

Director will notify law enforcement by calling 911. We will evacuate immediately, leaving doors open, then meet emergency responders outside the building.

All cell phones will remain turned off.

### **Hostage situation**

A Lock Down status will be initiated.

We will call 911 and tell them we are in Lock Down. Upon arrival, the Director will give law enforcement control of the situation. Everyone will remain in Lock Down until notified otherwise by the Director.

### **Utility Loss or Failure**

In certain conditions the school may need to be closed and parents will be called to pick up their child/children.

### **Medical Emergency**

Medical emergencies may be life threatening. They arise from health conditions, as well as playground accidents or acts of violence, which will require emergency medical treatment.

All staff are First AID and CPR certified. They are to assess the situation quickly and call 911. Staff are not to move the sick or injured child unless it is safe to do so.



## **Pandemic Flue/Contagious Disease**

We have enforced illness exclusion policies for children and staff in our staff and student handbooks.

## **Terrorism**

The Department of Homeland Security tries to communicate the threat level by using a system called Homeland Security Alert System (HSAS). In the event of terrorism, we will notify authorities as soon as possible.

## **Emergency Phone Numbers**

Police, Fire, Medical Emergencies: 911

Poison Control: 1-800-222-1222

Gas (Atmos): 1-888-286-6700

Electric (Hudson): 1-800-527-2714

City of Waco Water: 254-299-2489

Child Abuse Hotline: 1-800-252-5400