



THE LEARNING CENTER

AT LIVING WORD LUTHERAN CHURCH

The Learning Center Emergency Preparedness Plan

This plan will address a range of events and hazards caused both by nature and by people. Each plan will address the event, ways for prevention, ways for being prepared, and ways to respond.

The Learning Center's primary will evacuation sites are **Living Word Lutheran Church** or directly across from TLC in **The Life Center at 3700 S. Mason Rd. Katy, TX 77450.**

Off-Campus Evacuation sites listed on back page.

Emergency Phone Numbers: 281-392-2300 OR 281-794-7410

Event	Prevention	Prepare	Respond
Fire on Campus	<p>Classrooms are equipped with smoke detectors.</p> <p>There are fire extinguishers located near the exits, and in the kitchen.</p> <p>Classroom decorations are within the fire inspector's safety standards.</p>	<p>Monthly fire drills are practiced by both students and staff.</p> <p>During a fire drill, teachers take copies of student emergency information sheets, the attendance sheet, and first aid kit.</p> <p>Student's are taught fire safety by the local fire department.</p>	<ol style="list-style-type: none"> 1. Begin evacuation procedure. 2. Account for all students. 3. Call 911 from another site or cell phone. 4. If site is unsafe, move students to LWLC or to the Life Center if LWLC is unsafe. If entire campus is unsafe, we will evacuate to secondary locations as listed on last page. 5. Begin contacting parents using the students emergency information sheets.

Event	Prevention	Prepare	Respond
Unauthorized visitor Or intruder on campus	<p>Interior and exterior classroom doors are locked at all times.</p> <p>Windows on doors allow staff to visibly see anyone in the hallway.</p> <p>Playground is monitored by a staff member at all times.</p> <p>Office staff monitors entrance doors during drop off and pick up times.</p>	<p>Staff members will be alerted when the school has cause to be in lock down.</p>	<ol style="list-style-type: none"> 1. Staff members make sure all classroom doors are locked. 2. If students are on the playground, staff members move students to a secure location. 3. Students are moved in the classroom to an area un-visible by looking through the door window. 4. Staff member calls 911 as soon as possible.

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Event	Prevention	Prepare	Respond
<p style="text-align: center;">Natural Disasters (earthquake, tornado, hurricane, micro burst, flash flood)</p>	<p style="text-align: center;">Nothing</p>	<p>Each classroom is equipped with a flashlight and a first aid kit. Front office is equipped with a weather/ hazard alert radio.</p>	<ol style="list-style-type: none"> 1. Call 911 if necessary 2. Keep children in classrooms until it is determined if they need to be moved. 3. Take emergency information sheets, attendance sheet, and first aid kit when evacuating. 4. Move children to a safe location on site if classrooms are unsafe. 5. Begin notifying parents through Remind 101, email, and/or phone calls.

Event	Prevention	Prepare	Respond
<p style="text-align: center;">Chemical or hazardous material spills on or near school campus</p>	<p>On campus: keep all materials hazardous to students locked; keep cleaning supplies in a locked closet.</p>	<p>Staff is certified in emergency first aid and CPR. Each classroom is equipped with a first aid kit.</p>	<ol style="list-style-type: none"> 1. Call 911 2. Begin first aid on any staff or students exposed to chemical. 3. Keep children in classrooms until it is determined if they need to be moved. 4. Take emergency information sheets and attendance when evacuating students. 5. Move children to a safe location on site if classrooms are unsafe or directly across campus to the Life Center if the building is unsafe. 6. Begin notifying parents through Remind 101, email, and/or phone calls. 7. Clean up chemical spills in accordance with manufacturer's label directions.

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<p>Medical Emergency (Injury, allergic reaction, asthma attack)</p>	<p>Keep a current list of students' allergies posted in front office, classrooms, and kitchen. Keep all playground equipment in good condition. Monitor students to be sure they are following safety rules inside and outside. The Learning Center is a peanut and nut product free facility.</p>	<p>Staff is certified in emergency first aid and CPR. Students with severe allergies have medication on campus to use in case of exposure or emergency. Staff is equipped with a first aid kit in each classroom and a portable first aid kit for outside activities.</p>	<ol style="list-style-type: none"> 1. Call 911. 2. Begin emergency first aid. 3. Have another staff member contact parents. 4. If student needs to be transported to hospital, send emergency information sheet with ambulance.

Event	Prevention	Prepare	Respond
<p>Illness/Outbreak of Disease or Infection</p>	<p>Staff does health checks as students enter the classroom. Students are required to wash their hands upon entering the classroom in the morning, before snack, after playground time, after using a tissue or using the bathroom. Parents are given health guidelines to follow to know when their student needs to be excluded due to illness.</p>	<p>Front office and each classroom is equipped with a thermometer to use if the staff suspects a student has a fever. Students with a fever over 102 are removed from the classroom until a parent can arrive. Classrooms are equipped with latex gloves and a first aid kit.</p>	<ol style="list-style-type: none"> 1. If a student is diagnosed with a contagious disease, the office posts notification on campus. 2. If a student is ill during school hours, the student is removed from the classroom and placed in the office. Parents are notified for pick up. 3. Parents are required to pick up a child with a fever above 100 degrees accompanied by behavior changes or other signs of illness. 4. Child must be fever free without medication for 24 hours before returning to school.

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Loss of power/ water	Maintain building and utilities properly Pay utility bill.	Extra water stored on campus. Flashlights in all classrooms. Emergency lighting in building.	<ol style="list-style-type: none"> 1. Keep children in classrooms until it is determined if they need to be moved. 2. Take student emergency information sheets and attendance sheet when evacuating students. 3. Move children to predestinated evacuation site: LWLC or across the campus to The Life Center, if classrooms are unsafe. 4. Begin notifying parents through Remind 101 and/ or email if unable to continue school day.

Event	Prevention	Prepare	Respond
Severe weather (excessive wind, flooding, hurricane, tornado, severe thunderstorm)	Nothing	Office staff monitors weather/hazard alert radio located in front office at all times. Severe weather drills are conducted every three months. Staff is certified in emergency first aid. Staff is instructed to keep children indoors and away from windows on days of severe weather. Water is available for students at all times.	<ol style="list-style-type: none"> 1. If students are outside when severe weather begins, bring students into building. 2. If severe weather persists and it is determined that students need to be sent home, begin parent notification process. 3. TLC will only close if KISD closes. Parents should check the KISD website, katyisd.org, and watch local television news for weather closures in Katy ISD. 4. Parents will be notified of school closure through Remind 101.

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<p style="text-align: center;">Excessive Heat Warning/ Air Quality Alerts</p>	<p style="text-align: center;">Nothing</p>	<p>Listen to local weather reports; be aware of daily temperature and air quality alerts. Playground has drinking water available to students and staff. Teachers take mister bottles onto playground to keep students cool. Playground has shaded areas. Classrooms are air conditioned.</p>	<ol style="list-style-type: none"> 1. If outside is too hot, students stay inside for recess. 2. Limit outside playtime to 5 – 10 minutes if necessary. 3. Mist children with water, encourage them to play in the shade, or bring them inside if they get too hot. 4. If any student shows signs of heat exhaustion or heat stroke, follow first aid procedures to treat.

Event	Prevention	Prepare	Respond
<p style="text-align: center;">Fire Drill Procedure</p>	<p style="text-align: center;">Nothing</p>	<p>Staff is aware drills occur monthly. Each classroom has an attendance sheet and a copy of each students emergency contact information. Each classroom has an emergency exit plan map posted.</p>	<ol style="list-style-type: none"> 1. Line students up at fire exit either in classroom or on playground. 2. Take attendance sheet , first aid kit, and emergency information sheets when exiting building. 3. Walk students to predetermined evacuation site, take attendance. 4. Wait for signal from office staff to re-enter the building. 5. Take attendance upon entering the classroom. 6. Resume activities.

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<p style="text-align: center;">Parent Notification Process</p>	<p style="text-align: center;">Nothing</p>	<p>Each child's file contains current phone numbers and at least one email address. Teacher's are provided with copies of students emergency information sheets. Staff have cell phones. REMIND text messages will also be sent.</p>	<ol style="list-style-type: none"> 1. Remind 101 and E-mail will always be the primary forms of notification in the event of an emergency. Please be sure you are registered on REMIND 101 and TLC has an accurate email address that is available to you during the day. 2. Parents will be notified that their student needs to be picked up immediately. 3. If parents cannot be reached, call people listed as emergency pick ups. 4. Wait for parents to arrive to dismiss students.

Event	Prevention	Prepare	Respond
<p>Evacuation of Building (when it is determined that school building is unsafe due to unforeseen weather or disaster)</p>	<p style="text-align: center;">Nothing</p>	<p>Each classroom has an attendance sheet and a copy of each students emergency contact sheets. Each classroom has an emergency exit plan map posted.</p>	<ol style="list-style-type: none"> 1. Line students up at fire exit. 2. Take emergency information sheets, first aid kit, and attendance sheet when exiting building. 3. Walk students to Living Word Lutheran Church. 4. Wait for instructions from director as to next step. 5. Next step will include staying sheltered at LWLC or seeking shelter in the Life Center. 6. Once sheltered, begin parent notification process.

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<p style="text-align: center;">Police Emergency in Neighborhood (police chase, police search)</p>	<p style="text-align: center;">Nothing</p>	<p>School is equipped with hazard alert radio. Staff members are notified by the front office in case of lock down.</p>	<ol style="list-style-type: none"> 1. Director will notify staff of emergency. 2. Staff will make sure all classroom doors are locked. 3. Classroom lights will be turned off. 4. Children will be placed in the classroom where they are not visible through the window. 5. Staff will await instructions from the director. 6. Following instructions may include parent notification, resuming class by keeping building locked down, etc.

Infants will be relocated using a crib equipped with an emergency evacuation kit. Children between the ages of 13-24 months will walk with their teachers; those with limited mobility will be evacuated using the Bye-Bye Buggy. Older children with limited mobility, or otherwise may require assistance, will be transported in a stroller.

Children will be kept calm and occupied through books, art supplies, finger plays and songs until their parents arrive to pick them up.

The center Director will notify the licensing representative and emergency authorities.

REMIND texting system and E-mail will always be the primary forms notification in the event of an emergency. Please be sure you are registered on REMIND and TLC has an accurate email address that is available to you during the day. If you have any questions, please see a member of the office staff.

These Off-Campus Evacuation sites will only be used in the event that LW Campus is deemed unsafe:

1. British Private Prep School
4025 S. Mason Rd, Katy, TX 77450
281-828-2000
2. Creech Elementary School
5905 S. Mason Rd, Katy, TX 77450
281-237-8850