

ACADEMY OF ACCELERATED LEARNING, INC.
Belfort Campus

Emergency Preparedness Plan: Communication Procedures

1. How children will be relocated to the Mancuso Library at 6767 Belfort St.:

- Teachers will use their roll books to determine that all students are accounted for.
- Students will form partnership lines, and calmly and quietly exit the premises, using the exit plan for fire drills.
- Children, led, by their teachers will walk to the gate by Hefferman St., and proceed across to the Mancuso Library in an orderly manner, obeying the traffic safety adult guards.
- From this location, parents will be called by individual teacher/staff, using electronic Pikmykid app, via phone with a call back number, for the purpose of informing the parents as to the location of their children and where to pick them up.

2. Location of the Alternative Shelter:

- The alternative facility to be used in case of a disaster or an emergency is
 - Mancuso Elementary
 - 6767 Belfort St. Houston 77087
 - The telephone number for the facility is: 832-393-1920

3. The emergency telephone number for Academy of Accelerated Learning, Inc. Belfort Campus is: **713-668-8237 (The District Office)**. **Copies of Contact information for each group of students is available in the sign-in binder and can be used by program staff in emergencies to contact parents.**
4. The Superintendent may close schools and offices due to inclement weather or emergencies (e.g. flooding, icy roads, power failures, etc.). The Superintendent will decide whether to close the school/district and then make an official announcement. AAL announces this information on the electronic Pikmykid app, local radio and television stations and post on district home page www.aalinc.org.
5. The Principal will serve as the Communication Coordinator in the event of the disaster. In this role she will communicate with local authorities such as fire, law enforcement, emergency medical services, health department, parents, and the Texas Department of Family and Protective Services. The Academy of Accelerated Learning, Inc. (AAL) is not affiliated with the Houston Independent School District.