

The Academy of Accelerated Learning, Inc.
6025 Chimney Rock
Houston, Texas 77081
713-773-4766
SCHOOL AND CASE PROGRAM

Emergency Preparedness Plan: Communication Procedures

1. How children will be relocated to the Burnett Bayland Community Center:

- 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 Chimney Rock Gate, and proceed to cross the street in an orderly manner, obeying the traffic safety adult guards. Teachers take roll once all students have arrived at the assigned area.
- From this location, parents will be called by individual teachers, using their cell phones, 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. Parents also will be receiving a text message through PikMyKid dismissal system with that information.
- The Afterschool Coordinator and other staff will be taking care the remain kids until the last one is released.

2. Location of the Alternative Shelter;

- The alternative facility to be used in case of a disaster or an emergency is
 - The Burnett Bayland Community Center,
 - 6000 Chimney Rock (Immediately across the street from the campus). Houston 77081
 - The telephone number for the facility is: 713-668-4516.

3. The emergency telephone number on file with Texas Department of Family and Protective Services for the Academy of Accelerated Learning is: 713-773-4766. Contact information and authorization for emergency care in the event of a critical illness or injury which requires immediate attention of a physician for each child is in the CASE Program Student Application's Binder. 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 Afterschool Coordinator will serve as the communication Coordinator in the event of the disaster. In this roll he 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. Public service announcements will be posted with local radio, school website and television alert lines.

5. How children will be reunited with their families

In the event of an incident AAL will establish a reunification area that is safe and secure for parents and/ or guardians to go and pick up their children. This area will be away from the incident, and the student and staff assembly area. In a typical release, the following steps will be followed.

- Parents/Guardians will report to the assigned area and give the name of their child/children.
- Picture identification will be required by the person in charge of the Reunification Area to insure the person requesting the child/children is a match to the name on the Incident Release card.
- A runner will go to the Students and Staff Assembly Area and get the child/children requested by the parent or guardian. The runner will escort the student(s) back to the Reunification Area.
- Parents/Guardians will be asked to sign a form indicating they picked up the child/children.
- If the child/children are in the First Aid Area, the parent/guardian will be escorted to that area for reunification with their child/children.

- If the child/children are missing, the parent/guardian will be escorted to the area where the Health and Safety Team members or Crisis Counselors are located.
- Health and Safety team members and/or Crisis Counselors will be located with or near the First Aid Area in the event they are needed.
- Updated rosters will be updated a minimum twice a year. If enrollment dictates it will be updated more often.
- Updated rosters will be stored in every classroom in an area easily identified by both teachers and substitutes. Additional copies of the rosters will be distributed to the principal and placed in the back of the all Fire/Safety/all hazards binder.
- Students will not be released to anyone not listed on the Emergency Release Form.