



Emergency Preparedness Plan

2025-2026

1 Introduction

The purpose of the Abiding Love Lutheran Children's Center emergency preparedness plan is to ensure the safety of the children and staff members during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. This plan addresses possible emergencies, such as fire, tornado, floods, medical emergencies, communicable disease outbreak, intruders with weapons, explosion, and chemical spills.

We are required by the Texas Health and Human Services Commission to conduct a fire drill every month. In this drill, children must be able to safely exit the building within three minutes. We are also required to practice a sheltering drill for severe weather and a lock-down drill for an endangering person, at least four times in a calendar year.

2 Communication

School-wide emergencies will be communicated through email and our Abiding Love Lutheran Children's Center closed Facebook group. Our priority will be keeping children safe, but we will communicate as soon as we are safely able. Phone calls or text messages will be sent, if necessary, as a follow-up.

During a tornado warning or similar occurrences, we will have children sheltered. Please do not call the school, come to get your children, or drop-off your children. We will keep children safe, and we want you to keep yourself safe. If you come to the Center during a tornado warning, you will have to stay sheltered with the children until the warning is over.

3 Emergencies Requiring Evacuation

In the event of an immediate situation rendering the inside of the building unsafe (i.e., fire, toxic fumes, bomb threat), all staff will use the following procedures:

- The first responsibility of the staff is to move the children to the fences in back or the trees in front of the Children's Center, or the trees in front of the Activity Center at the farthest points from the building, as reflected on the emergency evacuation maps.
 - The following staff members are designated to assist the classroom teachers in the younger classrooms:
 - Caterpillars – Administrators/Floater
 - Ducks – Administrators/Floater
- Anytime there is an evacuation, the Lead Teacher is responsible for ensuring that all children in his/her class are accounted for and for ensuring that the following documentation is taken:
 - Parent and emergency contact telephone numbers for each child
 - Authorization for emergency medical care for each child

- The sign-in/sign-out sheet for the classroom
 - Emergency bags with snacks and age-appropriate activities to keep children occupied in the event of a prolonged evacuation.
- The Director and Assistant Director will be responsible for accounting for all staff members during and after the evacuation, in addition to double-checking the classroom rolls. They will also be responsible for releasing children to parents, should a child need to be picked up during an evacuation.
- The Director will be responsible for communicating with the church office, the local authorities, and the Texas Department of Family and Protective Services (TDFPS). She will assign duties for communication with parents, as necessary.

4 Emergencies Requiring Relocation

In the event of an imminent situation rendering the inside and/or the outside of the building unsafe (i.e., flooding, interrupted plumbing), all staff will use the following procedures:

- The first responsibility of the staff is to move the children to the fences in back, or the trees in front of the Children's Center, or the trees in front of the Activity Center at the farthest points from the building, as reflected on the emergency evacuation maps.
 - The following staff members are designated to assist the classroom teachers in the younger classrooms:
 - Caterpillars – Administrators/Floaters
 - Ducks – Administrators/Floaters
- Anytime there is an evacuation, the Lead Teacher is responsible for ensuring that all children in his/her class are accounted for and for ensuring that the following documentation is taken:
 - Parent and emergency contact telephone numbers for each child
 - Authorization for emergency medical care for each child
 - The sign-in/sign-out sheet for the classroom
 - Emergency bags with snacks and age-appropriate activities to keep children occupied in the event of a prolonged evacuation.
- The Director and Assistant Director will be responsible for accounting for all staff members during and after the relocation, in addition to double checking the classroom rolls. They will also be responsible for releasing children to parents, should a child need to be picked up during an evacuation or relocation.
- Our first relocation option will be to relocate on property (if safely possible) to Abiding Love Lutheran Church's main building (7210 Brush Country Road, 512-892-4040) or, if necessary, off-property to St. Catherine of Siena Catholic Church (4800 Convict Hill Rd., 512-892-2420). Staff members will use the buggy, strollers, and wagons, in addition to the evacuation crib, to transport the infants and toddlers. Preschool children and older toddlers will walk in a

line between teachers, just as they do when going to chapel or for a nature walk. All staff members not already assigned to a group will help ensure safety on the way to the emergency safe spot.

- The Director will be responsible for communicating with the church office, the local authorities, and the TDFPS. She will assign duties for communication with parents, as necessary.

5 Emergencies Requiring Indoor Sheltering (Weather)

In the event of an immediate or imminent situation rendering partial areas of the indoor space unsafe and exiting the facility unsafe (i.e., tornado or tornado warning), all staff will use the following procedures:

- The first responsibility of the staff is to direct children to the hazardous weather areas designated on the emergency evacuation maps. All staff members not directly assigned to a group of children should also take shelter, unless otherwise assigned to assist with securing the building.
 - The following staff members are designated to assist the classroom teachers in the younger classrooms:
 - Caterpillars – Administrators/Floater
 - Ducks – Administrator/Floater
 - The Director and Assistant Director will be responsible for accounting for all children and staff members during the warning.
- The Lead Teachers should ensure that all children in his/her class are in the shelter area and should have following documentation on his/her person:
 - Parent and emergency contact telephone numbers for each child
 - Authorization for emergency medical care for each child
 - The sign-in/sign-out sheet for the classroom
- The Director will be responsible for communicating with the church staff, the local authorities, and the TDFPS. She will assign duties to communicate with parents, as necessary.

6 Emergencies Requiring Lock-Down (Endangering Person)

There are two types of “lockdowns”: when there is a dangerous person inside the school and when there is a dangerous person in the area. How we respond depends on the type of situation.

In the event of danger inside the center:

- The office should be notified immediately.
- The Director will communicate a lock-down to staff using the “code blue” alert on the walkie talkie.
- Call 911.
- If safely possible, move children to a locked room (adult restrooms, office closet, pantry) or put furniture in front of interior classroom doors.

- Lead teachers take attendance and account for all children present.
- Check window locks, close shades, and move away from windows if possible.
- Stay quiet and turn off any lights. Children will be instructed to be as quiet as possible while the teacher whispers a story to them to keep them calm.
- Stay in a secure location until told by one of the Center's administrators, church administrator, or emergency personnel that the threat is clear.

In the event of danger in the area outside the center:

- The office should be notified immediately.
- The Director will communicate a lock-down to staff using the "code blue" alert on the walkie talkie.
- If safely possible, move full-time children to a locked room (adult restrooms, office closet, pantry) or put furniture in front of interior classroom doors. Half-day children should go into the storage closet and lock the door.
- Teachers lock exterior doors and directors lock back doors.
- Lead teachers take attendance and account for all children present.
- Check window locks, close all shades, and move away from windows if possible.
- Stay in a secure location and read a book or sing songs until an announcement is made confirming the threat is clear.

We do not use the term lock-down when doing drills with children. We tell them we are **sheltering** in case there is **something dangerous outside**. We do not want to frighten children or make them scared that someone wants to hurt them.

7 Medical Emergencies

In the event of a medical emergency, staff will communicate with the office immediately. With the assistance of the office staff, the following need to occur concurrently:

- One staff member should call 911.
- One staff member should call the child's parents.
- One staff member should ensure the necessary care of the child involved.
- **One staff member should ensure the supervision of the classroom.**

8 Communicable Disease Outbreak

In the event of a communicable disease outbreak, the recommendations from the National Center for Disease Control, the Texas Health Department, The Austin/Travis County Health Department, and the Texas Department of Family and Protective Services will be followed. The Director will communicate, or designate communication, with staff members and parents.

9 Environmental Hazards

Our building has been professionally inspected and found to be free of environmental hazards such as lead and asbestos. Carbon Monoxide detectors are in place and inspected monthly.

Other environmental hazards, such as air pollution warnings or chemical spills are unusual in our area. If we had to deal with such a circumstance, the Children's Center would seek out and follow the guidance of the Austin-Travis County Health Department authorities and/or other emergency officials such as police and fire department personnel.

10 Training and Drills

- Fire Drills are held monthly.
- Severe Weather Drills are held 4 times a year.
- Shelter drills are held 4 times a year.
- All staff members must keep current Adult/Pediatric CPR and First-Aid certifications.

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