

and will be delegated out to staff and caregivers.

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EMERGENCY EVACUATION PLAN

HEXTER

Position	Name	Cell Phone Number	Email Address
Owner/Op. Dir	Tammy Bardwell	469 878 8056	tammy@studiobellaforkids.com
Program Director	Penny Loe	214 558 8129	penny@studiobellaforkids.com
Site Director	Jaci Atkins	214 385 9370	jaci@studiobellaforkids.com
Police	DISD Dispatch	214 932 5627	
Emergency		911	

Identify the relocation areas in and outside the operation - The relocation plans are under the basketball goals on the blacktop. If we need to move the children to another site, the relocation site first is the Lake Highlands Baptist Church parking lot and then travelling to Hill Middle School per the Hexter emergency plan.

Emergency Preparedness - All staff will have each other's cell phone numbers programmed in their phone for easy communication in case of an emergency.

In any emergency, we will default to the school's emergency staff if at all possible. Studio Bella Explorers Directors have the Emergency Contact Numbers

Evacuation: requires all staff to leave the building Diagram Attached - In the event of an evacuation, the first priority is to get all students to a safe area. All groups of Studio Bella Explorers will relocate to the blacktop with each group under a basketball goal for rollcount and a headcount. Children must evacuate within 3 minutes.

The Evacuation protocol for Hexter Elementary is to go to Hill Middle School, 505 Easton Road, if they need to evacuate to another DISD building. A phone tree will be used in an emergency situation. Children will be walked to Hill Middle School.

Call in this order:

Call 911

DISD Dispatch 214 932 5627

Site Director Jaci Atkins 214 385 9370

Program Director Penny Loe 214 558 8129

Studio Bella owner/founder Tammy Bardwell 469 878 8056

(In the case that evacuation to another building must occur and our DISD contacts are unavailable, our nearest site to relocate is Lake Highlands Baptist Church parking lot. Another afterschool program, LAS resides in the [\(214\) 327-7393](tel:2143277393) which is on the evacuation path to Hill Middle School.)

