

REILLY EXPLORERS' EMERGENCY PREPAREDNESS PLAN

FIRE:

Students will line up and move towards the exit at the back of the cafeteria by the boiler room. They will exit and go down the stairs, walking in a line across the teacher parking lot. A staff member will hold traffic and help guide students across Lippitt Avenue to stand in straight lines if needed. Staff will have their group rosters do a headcount of all students. We will wait until hearing the "ALL CLEAR" announcement before returning to the building.

- **Site Director - (Lena Duri)** will have the full parent/guardian contact information roster. She will make contact with information on directions to where students can be picked up in emergencies.
- **Ms. Pedraza** - will contact 911 and EMS if needed. She will also have the First Aid Kit and flashlights.
- **Rina Hoffnagle** - will have a set of rosters that include the students' names, the names of parents or guardians, emergency contacts' names, phone numbers, and authorization for emergency treatment.
- **ALL STAFF** - will carry cell phones and walkie-talkies

SEVERE WEATHER:

All students will quickly line up two by two and walk to the entry hallway leading into the cafeteria, where they will go to their assigned spot and sit calmly and quietly until further instruction has been given. Children will have practiced ducking and covering during drills. Staff will have their group rosters do a headcount of all students. We will wait until hearing the "ALL CLEAR" announcement before returning to the cafeteria.

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- **ALL STAFF:** will carry cell phones and walkie-talkies

LOCKDOWN:

(CODE BLACK) All staff will quickly line up students and lead them to the kitchen area of the cafeteria. Students will sit or hide silently against the wall. Staff will have their group rosters do a headcount of all students. We will wait until hearing the "ALL CLEAR" announcement before returning to the cafeteria.

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EVACUATION:

If we need to evacuate, we will walk 7 minutes (0.4 miles) to Lochwood Park, 11000 Lippitt Avenue, Dallas, TX, 75218, from Reilly Elementary, 11230 Lippitt Avenue, Dallas, TX 75218.

1. Head southwest toward Neering Dr. and walk 171 ft.
2. Turn right onto Neering Dr. and walk 217 ft.
3. Turn left onto Lippitt Ave. and walk .2 mi.
4. Turn right onto Lochwood Blvd and walk .1 mi.
5. To see this route on a map, click on this link:
<https://maps.app.goo.gl/V3svfSy2yWt6EoYh9>

EMERGENCY NUMBERS:

911 - Fire/Police

214-932-5627 - DISD Police Dispatch

469-802-8708 - Lena Duri, Site Director

214-558-8129 - Penny Loe, Program Director

469-878-8056 - Tammy Bardwell, Owner/CEO