

REILLY EXPLORERS' EMERGENCY PREPAREDNESS PLAN

FIRE:

Leaving Cafeteria/Gym/Stem Room:

Students will line up at the cafeteria's entrance. They will exit and make a left into the short hallway, out the double doors, and walk in a straight line across Neering Dr. A staff member will hold traffic and help guide students across Neering Dr., where they will stand in straight lines on the sidewalk. Staff will have their group rosters do a headcount of all students. We will wait until we hear 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, the names of emergency contacts, 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 at the Cafeteria entrance to the hallway, walk down the hall into the gym, go to the designated 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 we hear the "ALL CLEAR" announcement before returning to the cafeteria.

- **Site Director - (Lena Duri)** Will implement the STORM SHELTER will also 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 services are 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, the names of emergency contacts, phone numbers, and authorization for emergency treatment.
- **ALL STAFF:** will carry cell phones and walkie-talkies

LOCKDOWN:

(CODE BLACK) Cafeteria: Staff and students will quickly line up students and lead them onto the stage toward the back. Students will sit or hide silently against the wall. The cafeteria doors and lights will be closed. A headcount of all students will be done. Everyone will wait until they hear the "ALL CLEAR" announcement before returning to the cafeteria.

- **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 call 911 and EMS if services are 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' names, emergency contacts' names, phone numbers, and authorization for emergency treatment.
- **ALL STAFF** - will carry cell phones and walkie-talkies

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