

Reilly Explorer's Emergency Preparedness Plan

FIRE:

Students will line up at the cafeteria entrance and exit out the door to Neering Dr and cross the street to a safe distance. Students will form their line going across the street with a teacher guiding. A staff member will hold traffic and help guide students across Neering Dr to stand in straight lines. Staff will do a headcount of all students from their rosters. All will wait for the "ALL CLEAR" announcement before returning to the building.

- **Site Director -(Lena Duri)** will have the full roster of parent/guardian contact information and will make contact with information on directions to where students can be picked up in an emergency situation
- **Ms. Pedraza-** will contact 911 and EMS if needed
- **Rina Hoffnagle and Dalila Carbajal -** will have a set of rosters that have the students names, parents, emergency contacts, and phone numbers, and authorization for emergency for each student
- **ALL STAFF-** will carry cell phone and walkie talkie

SEVERE WEATHER:

All students will quickly line up two by two to walk to the hall to the gym where they will go to an assigned wall, sit calmly and quietly until further instruction has been given. Children will have practiced and learned the procedure to duck and cover during drills. Staff will each have a set of rosters. In the case of severe weather staff will engage the weather doors into the down position.

- **Site Director (Lena Duri)-** will have a full roster of students names, parents/guardians, emergency contact information and phone numbers
- **Ms. Pedraza-** will contact 911 and EMS if services are needed, and have the flashlight and FirstAide Kit
- **Rina Hoffnagle and Dalila Carbajal -** will help keep continuous head count and have full roster of students
- **ALL STAFF-** will carry cell phone and walkie talkies

Lock Down:

(CODE BLACK) All staff will quickly line students up to enter into back right of the cafeteria against the wall to sit completely silent. Students will sit/hide silently against

the wall. Staff will have complete rosters.

- **Site Director** (Lena Duri) will contact parents/guardians
- Ms. Pedraza will call 911 and EMS if services are needed
- Rina Hoffnagle / Dalila Carbajal will have complete rosters
- ALL STAFF will have cell phones and walkie talkies

EVACUATION:

Staff and students will exit the building and walk to Lochwood Park located at 11000 Lippitt Ave, Dallas, TX 75218 in a two-two formation.

- **Site Director (Lena Duri)** will make contact with parents/guardians with location information
- **Ms. Pedraza and Rina Hoffnagle** will keep a head count and have a set each of full rosters
- **Dalila Carbajal** will be in charge of the First Aid Kit
- **ALL STAFF** will carry cell phones and walkie talkies

Included is the route and location for an Evacuation:

SECTOR 1

SECTOR 2

Sunland

Neering

Storm Shelter

Bus Drop-Off

All moving vehicular traffic goes through the bus lane following these blue arrows.

ECSE Arrival

Orange cones mark off bus parking. Please, do not park or stand between orange cones for any length of time.

Flamingo

NO Parent/Guardian Parking during Arrival

