



SACRED HEART

Early Learning Center

CRISIS PLAN

2018-2019

Teacher Training 8/7/18

Security Training 8/8/18

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CRISIS MANAGEMENT
TEAMS, CHAIN OF COMMAND AND GENERAL PROCEDURES

Chain of Command

Jennifer Torres	Director
Fr. Philip Wilhite	Pastor

Team

Jennifer Torres	Director
Chelsea Wallace	Infant Teacher
Wendy Zavala	Toddler Teacher
Bridget Perez	Two's Teacher

The director is to be notified immediately in case of an emergency. If she is off-campus, she is to be contacted on her cell phone (832-928-6669).

RESOURCE LIST

Catholic School Superintendent:	713-741-8704
Emergency:	911
Children’s Protective Services	936-756-1551
United Way:	713-681-2070
Catholic Charities:	713-526-4611
Catholic School Counselors	713-741-8704

CRISIS PREVENTIVE MEASURES

Sacred Heart Early Learning Center has a fence with no access granted. Parents and or visitors are granted access only by Director and or ELC Teacher with visual and intercom communication. ELC class rooms stay locked during operating hours. Access is only granted to existing ELC Teachers, Staff, and Parents with access at gate and keys for teachers and staff only.

CRISIS PLAN

In the event of a natural disaster, The Early Learning Center shall respond to directions given by the Office of Catholic School’s or local governing authority. The responsibility for determining whether or not the building should be evacuated rests with the Director. Any emergency, disaster, or dangerous situation shall be reported to the Director as soon as possible.

RESPONSE TO MEDIA

No Early Learning Center Staff shall communicate to the media. The Catholic Schools Office is the only point of contact for media.

EMERGENCY SCHOOL CLOSING

In case of inclement weather such as flooding, storms, or icy streets Sacred Heart Early Learning Center will usually follow Conroe Independent School District decisions. Announcements will be made via the Remind 101 application via text or email to parents and staff. It is important to keep all contact information current for parents and staff.

ABUSED/NEGLECTED STUDENT

Sacred Heart Early Learning Center, in accordance with Texas Department of Family and Protective Services, must report any suspected cases of physical, sexual, and emotional abuse and/or neglect of students under the age of 18. The definitions of such abuse are as follows:

Physical Abuse-Any physical, non-accidental injury or injuries sustained by a student as a result of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the student.

Student Neglect- Any act or acts by any parent or other person who has the permanent or temporary custody, care, or responsibility for supervision of the student who fails to take action necessary to provide adequate nutrition, clothing, shelter, or medical care.

Sexual Abuse-Any act or acts by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the student involving sexual molestation or exploitation. These acts include, but are not limited to incest, rape, sodomy, carnal knowledge, and any other unnatural or perverted sexual practices.

Emotional Abuse- Any act or acts by any parent or other person who has the permanent or temporary care, custody, or responsibility for the supervision of the student that is excessive, aggressive, or places unreasonable demands on the student. These include, but are not limited to constant teasing, belittling, verbal attacks, or insufficient support or guidance.

All cases of suspected student abuse or neglect will be reported to CPS, who will then ascertain the validity of the facts. **According to the law, the person with whom this information is shared must then report the case to the Department of Human Services, the 24-Hours Student Abuse Hotline (1-800-252-5400), or the Conroe Police Department.** A written report must then be filed with the Department of Human Services that contains the name and address of the student, the name and address of the person responsible for the care of the student, and any other pertinent information. **The Director shall be informed of any report made to CPS who will in turn contact the Catholic School's Office.**

ASSAULT/HARASSMENT/SEXUAL ASSAULT

Sacred Heart Early Learning Center seeks to be a community in which every individual is treated with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals based on ethnic or religious background, race, sex, or sexual orientation. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her work or academic program without fear of intimidation, humiliation or degradation from the unwelcome and unacceptable behavior of another.

SEXUAL HARASSMENT

Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; (3) such

conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment (Title VII of the Civil Rights Act of 1964).

REPORTING PROCEDURE

Any alleged violation of the harassment policy that occurs on campus and/or during a school-sponsored activity should be reported immediately to the Director. When the accused or accuser is a faculty or staff member of the school, grievances may be brought to the Director and Archdiocesan policy will be followed.

BOMB THREAT (Turn Off Radios Immediately)

Do not hang up the phone. Attempt to keep the caller talking and notify the Director who will initiate evacuation. Ask someone else to call 911. Record date, time of call, and any information given about the bomb. Be cautious of cell phone and/or radio use in vicinity of bomb as it could trigger detonation.

SUSPICIOUS ITEMS

If any suspicious items are found remove students from building immediately to designated location of Fire route to Convent Parking Lot. Bring radio and cell phone for communication. Contact emergency number 911 and then contact Director.

FIRE DRILL

Fire drills are done monthly by ELC Fire Drill Test. Drills will be performed at random times throughout ELC hours of operation. Students are to line up quickly when fire alarm is set off, walking quietly to evacuation site, teachers are to raise a green card indicating all are evacuated and accounted for in the class or a red card indicating emergency assistance is needed and or one or more students in the class are not accounted for. Director will perform drills and record time students are out of the building. Students must be 100 feet away from building. Teachers are required to take radios for communication and cell phones if able. Wait for a verbal ALL CLEAR from radio to return to building. If unable to return into building students will relocate to **Sacred Heart Parish Life Center at 704 Old Montgomery Rd. Conroe, Texas 77301. Second relocation site in the event that the first relocation site is not available is the Central Library-Main Branch at 104 I-45 N. Conroe, TX 77301.**

INCLEMENT WEATHER

Tornado watch: Director and or designated teacher(s) monitor the weather for weather warnings. Director will announce via ELC radio of tornado warning and proceed with tornado drill for students to proceed with tornado drill procedures. Once in place for tornado teachers are responsible for accounting for entire class and reporting missing students to Director. Students kneel facing the wall; draw their knees under them and put their heads down. Stay in kneeling position till the ALL CLEAR is given by radio.

DISIGNATED AREAS TO TAKE SHELTER DURING INCLEMENT WEATHER

Infants-Infant Classroom (St. Therese)-In the restroom

Toddlers-Toddler Classroom (St. Hubert)-In the Two's Class restroom

Twos-Two's Classroom (St. Nicholas)-In the restroom

SCHOOL CLOSURE DUE TO A CASTROPHIC EVENT/RECOVERY PROCESS

Recovery Team

- Consider goals and wanted outcomes in dealing with the after effects of a crisis
- Oversees recovery process following an event
 1. Creating a safe haven
 - Individual counseling
 - Group sessions
 - Possible need for additional resources EX.
 - Substitute teachers
 - At-home learning
 - Transportation
 2. Continuity of operations
 3. Resumption of normal duties

Response/Initial Recovery Steps

- Administrative Actions
 1. Develop/initiate recovery plan and timeframe for getting back to normal
 2. Determine if:
 - a. Classes should be cancelled temporarily
 - b. The entire campus should be closed
 - c. The current semester cancelled
 3. Dependent of damage levels (working with authorities)
 - a. Instruct maintenance staff to make repairs and secure outside contractors
 - b. Secure alternate facilities or temporary structures/modules
 - c. Activate alternate/recover sites
 4. If serious injuries or fatalities have occurred, become involved with family and relative contact
 5. Consider alternative site for ELC
 6. Contact Sacred Heart Catholic School and advise of plan

Make safety matters the top priority throughout the entire recovery process working with and taking guidance from local authorities and FEMA

Director Activities

1. Initial and on-going communication to school community and neighbors
2. Faculty and Staff support
3. Oversee recovery efforts guiding school to "back to normal"
4. Working with and keeping Pastor and Principal informed

Faculty and Staff

1. If possible, where directed to and safe to do so:
 - a. Work from home until the school is operational (or temporary structures/modules are secured)
 - b. After a major disaster, assist with the building content damage assessment and cleanup
2. Consider option for maintaining communication with families of students

CHEMICAL EMERGENCY

Chemical Spill Inside Building

- Isolate and secure the spill area
- Restrict all access to area
- Contact appropriate administrator
- Contact 911 if necessary
- Evacuate if necessary
- Based upon the hazard, attempt to clean the area if properly trained and appropriate personal

Chemical Spill Outside Building

- Isolate and secure the spill area
- Restrict all access to area
- Contact appropriate administrator
- Contact 911 if necessary
- Evacuate if necessary
- Based upon the hazard, attempt to clean the area if properly trained and appropriate personal protection equipment is available
- Do not wash spilled material into storm drain-contact authorities

Personnel Injury Involving Chemical Contact

- Director or Teacher will assist with washing of the eyes
- Provide first aid for more serious injuries
- Call 911 if necessary
- Contact administrator
- If possible, and without doing harm to the victim, remove and tag contaminated clothing and personal contamination

Bodily Fluid Spills

All bodily fluids should be treated as if they contain potential infectious agents

Use of gloves

Gloves should be worn by any caretaker when cleaning blood spills, vomit, urine, or feces. Gloves should also be worn when removing any bodily fluid spills from the environment, e.g. furniture, floors, rugs, etc.

Handwashing

Handwashing after contact with an individual is routinely recommended. In the case of accidental contact with blood, hand's and/or affected skin areas should be washed immediately. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten seconds. A waterless hand rinse should be used when running water is not available.

Disposal of materials

Clothing and other non-disposable materials that are soaked with bodily fluids should be placed in plastic bags. Disposable towels, tissues, gloves, and cleaning supplies should be used whenever possible and should be placed in a plastic bag, securely tied, and disposed of daily.

EXPLOSION

Director and teachers help evacuate the building, taking proper shelter to provide the greatest safety to students and staff. Teachers will take emergency bags with them if possible.

GAS LEAK

Gas leaks can occur inside and or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide poisoning, and suffocation. Most gas leaks are accompanied with an unpleasant “rotten egg” odor. If a gas leak is suspected:

- Contact the director
- Turn off cellphones immediately
- Secure and evacuate the area
- Move upwind of area
- Do not re-enter area until authorized to do so

ELECTRICAL POWERLOSS

Director:

- Give instructions during black out
- Monitor hallways and classrooms and use radios to communicate
- If power remains off for an extended time a decision will be made in regards to evacuation
- Inform the Principal & Pastor

Teachers

- Stay in classrooms until instructions are given by Director
- Use emergency flashlights as needed

INFLUENZA

Symptoms of FLU

Rapid onset of fever

Headache

Sore throat

Dry Cough

Chills

Lack of Energy

Muscle aches

Students can also have

Nausea

Vomiting

Diarrhea

Send student to Director.

PANDEMIC FLU

This is caused by new influenza virus that people have not been exposed to before. It is likely to be more severe, affect more people, and cause more deaths than seasonal flu because people will not have immunity to the new virus. Symptoms similar to the common flu may be more severe and complications more serious. The school director will keep track of absences and dismissals of students showing flu-like symptoms. Should the number increase to over 20% of the school population the Principal will be notified.

INJURY OR LOSS OF CONSCIOUSNESS

Persons who identifies the problem;

Notify Director

Administer First Aid if necessary

Do not move injured person

Stay with injured person until Director arrives and she will take over

Call 911 for ambulance if necessary

Contact parent/guardian/spouse

Director will notify Principal and Pastor of serious injury(ies)

Teacher who witnessed the injury or loss of consciousness will complete emergency form

All Teachers

Keep students calm

Do not allow students into area where injured/ill student (or staff member) is located

AED

One AED is on the ELC school campus located in the Two's class room on the wall (St. Nicholas room). All ELC staff are trained in CPR/First Aid (Infant/Child/Adult).

DRIVING POLICY FOR CATHOLIC SCHOOL EMPLOYEES

No Catholic School employee may transport any student(s) to or from school sponsored event or extracurricular activities. However, this policy does not prohibit any parent who is employed by the Catholic School to transport their own child or children. Any other relative by blood or marriage may transport a related student with the permission of the parent/guardian upon approval of the Director. In the event of an emergency evacuation the Director and ELC Staff may transport students in personal vehicle to evacuation site in order to provide safety for ELC students unable to walk (infants/toddlers). Transportation for infant & toddler students is allowed by state in order to keep students safe from surroundings when needed to relocate to a safe location. Evacuations can include fire, gas leak, bomb threat, or threatening person on ELC campus.

STRANGER ON CAMPUS

If stranger is identified on campus, follow procedures below;

Approach the individual, preferably in pairs

Determine identification, nature of visit, and accompany them to proper destination

Under no circumstances should you leave a stranger unattended on campus

If they have no intended purpose, ask them to leave or escort them to the Director

Director will contact authorities if necessary

Person who had encounter with stranger will document the encounter in writing and give to Director including date, time, location, summary of incident, and signature

HOSTAGE SITUATION

Director

Assess the situation

Decide to evacuate or call for lock-down

Call 911, the Principal, and the Pastor

CSO talks to press

INTRUDER IN THE BUILDING

If an undesirable person enters the building or a classroom, the teacher is to contact the Director immediately via phone or radio "Intruder in Building" will be announced over radios and all classes should go into immediate lock down.

LOCK DOWN

"Lock-down" is when teachers lock classroom doors due to an intruder in the building or an incident nearby.

Students should hide below window lines and remain quiet as possible

Close curtains or blinds

Director will notify proper authorities

Police

Principal

Pastor

Send out Remind 101 Text if Necessary

Remain in lock down until the all clear is given

MISSING STUDENT/RUNAWAY

If a student becomes lost, is suspected of running away, leaves school, or is reported missing between home and school the Director is to be contacted immediately. The Director contacts the family, police department, Principal, and Pastor.

KIDNAPPING

In the event of a kidnapping:

Notify the Director immediately

The Director will make all contact with family

Preventative measures employed to prevent kidnapping include:

Students are under the watchful eye of an adult at all times

Students are never left unattended

Faculty/Staff will have list of students who are not to be released to anyone except a parent or guardian (When in doubt check with the Director or emergency form)

When a parent telephones a request for a student to be released from the school, the identity of the caller must be confirmed. Confirmation should be attained by a separate phone call to the parent or guardian. A form of ID must be presented to teacher to receive student in the event of a person picking up the child is requested via phone.

SUICIDE/DEATH ON CAMPUS PROCEDURES

Person making discovery

Secure the area (disturb as little as possible, limit access until police arrive)

Contact the Director

Contact the Principal

Director

Verify the death

Evacuate the building if necessary following the fire drill procedures

Notify the police

Notify the parent/guardian of student or spouse of faculty/staff member if death occurs at school

Notify Principal

Notify Pastor

Make a written statement to be typed and hand delivered to teachers

Stay with the body

Teachers

Read the Directors statement to the students

Conduct an open dialogue with students to prevent spread of rumors

Assess individual needs and refer extreme need to Director

Pray with the student for deceased and for survivors

School Not in Session

Director notified

Principal notified

Director contacts family

DANGER OF SUICIDE

Notify Director immediately of possible suicide

Person who becomes aware of the suicide attempt should:

Ensure that the student is not left alone

Accompany the student to the Director

Notify the Director

Director

Go to scene of threat to assess situation

Ensure the student is not left alone

If the situation warrants, notify Principal and Pastor

Contact parent/guardian

Meet with the parents/guardians/student

WEAPON SUSPECTED IN THE BUILDING

All Personnel

- Notify Director immediately
- Do not put yourself or others in danger
- Do not approach someone with a weapon in hand
- Remain calm
- Keep students calm

Director

- Assess the situation calmly
- Call 911 and give the location of suspected weapon and provide a map of site to police
- Walk the student or person to the office area
- Never go alone
- One person should walk beside him/her and the other should walk behind him/her
- If weapon is not found on the person, check person's backpack, classroom and restroom
- Notify the Principal and Pastor
- Contact parents immediately to come to the school and meet with the Director
- Share necessary information with teachers via email

Teachers

- Lock classroom doors
- Keep student calm and remain in classrooms
- Wait for further instructions

PROCEDURES AFTER CRISIS IS OVER

- Meeting with staff to review action/steps taken during crisis
- Review facts
- Adjust plan if necessary
- Meet emotional needs of the faculty
- Thank the faculty/staff for their diligence and help

TRACKING SYSTEM OF ELC STUDENTS IN THE EVENT OF ANY CRISIS

Each classroom is equipped with a red emergency bag on the wall. In the event of any above crisis/emergency and or fire or tornadoes drills it is the teacher's responsibility to grab the red bag hung on wall. It will include contact information on each student enrolled in ELC. Additionally the red bag will have a first aid kit, 1 water bottle, and 1 flash light.