

By alicia

BVKA

Emergency Plan

Procedures

CODE PURPLE

Lock Down Procedures

Step 1: Secure all doors and windows

Step 2: Close shades/ Blinds

Step 3: Move all children to a central location in the building

- Infants will be moved to the library area
- Toddlers and Two year olds will be moved to the kitchen eating area.
- 3yrs & 4yrs will be moved to the Gym area.

Step 4: Communicate and notify parents through phone and email.

**Note:*

- *No one will be permitted inside or out of the building until lock down is lifted and parents will be informed.*
- *In case lock down is after normal business hours BVKA staff will provide food to the Toddlers and up. It is crucial that parents keep extra food in diaper bags for their babies in cases like this.*

CODE BLUE

Building Evacuation

Step 1: Each classroom will follow their Exit Routes to their normal locations on the playground.

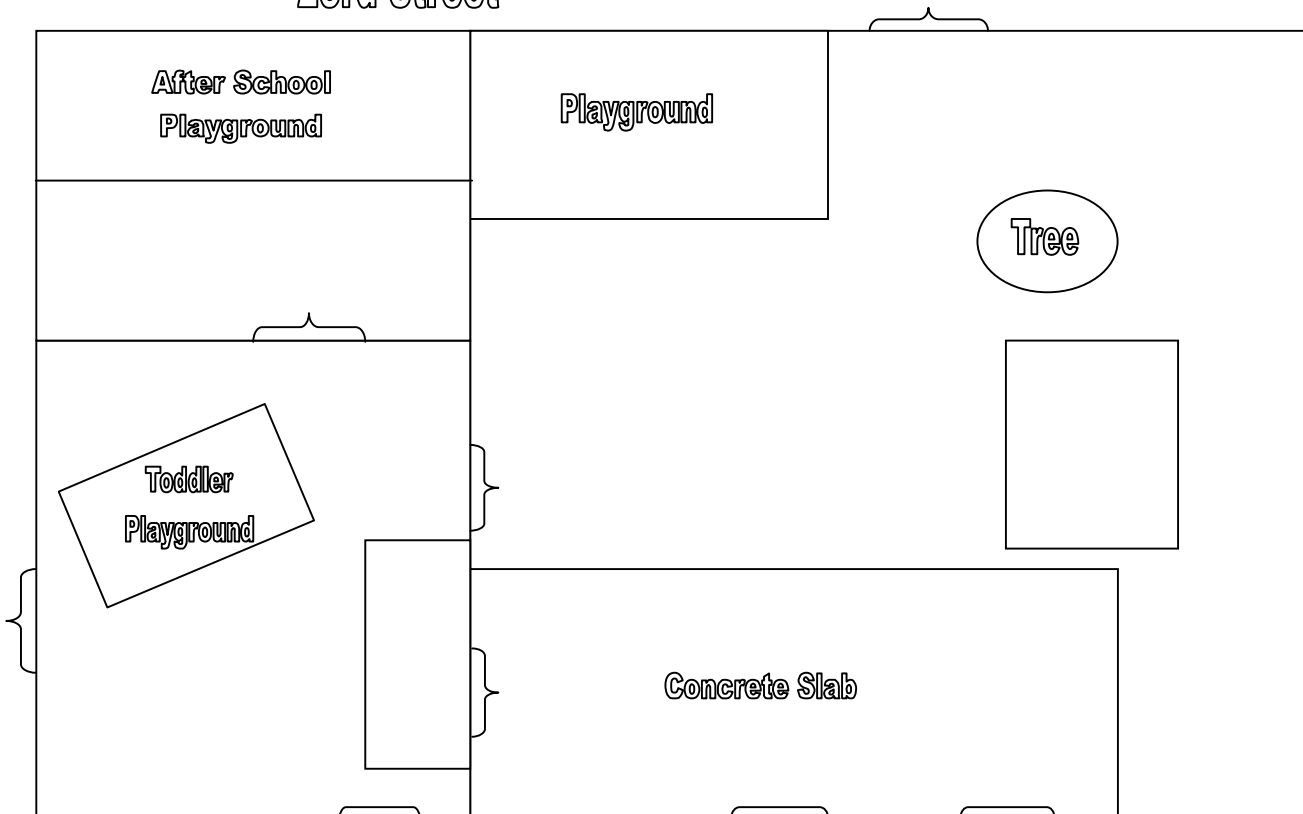
Step 2: If we all have to leave the premises, our 2nd destination will be at the Fire Department parking lot across the street.

**Note:*

- *Parking lot located on the corner of 24th Street and Parker Street. See Playground map below.*

Step 3: Communicate and notify parents through phone and mass email to inform them of the evacuation.

23rd Street



CODE RED

Area Evacuation

Step 1: Teachers will gather children in their classrooms and exit the building through the front door and begin to load in the company vans to evacuate the area.

Step 2: Parents will be notified with the destination upon arrival through email, phone, radio, and local news stations.

**Note: Our destination will depend on the mile radius required by our City of Bryan Officials.*

Examples: A 20 mile radius.... (Evacuate to the nearest town's school)

Heading North on Hwy 6- Hearne, High School 1201B W Brown St

Heading South on Hwy 6- Navasota, High Point Elementary School 11937 E Hwy 105

Heading East on Hwy 21- Madisonville, Elementary School 1000 Raney Ln

Heading West on Hwy 21- Caldwell, Elementary School 675 County Rd 300

**Note:*

- *Staff will also use personal vehicles to evacuate children if needed.*
- *If parents arrive during the loading process of the evacuation they will be able to take their child(ren).*
- *If parents arrive as we are departing, we will not stop until we reach our destination. Parents must follow us to our destination to get their child(ren).*