Early Childhood Research Center
Emergency Operations Plan
Updated 3/6/2019

This Emergency Operations Plan describes the procedures that will be used by The Early Childhood Lab (ECHL), the SFA Charter School (SPACS), and the James I. Perkins College of Education (PCOE) to provide for the care and the well-being of the children under our care and our staff. This plan is intended to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for all persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents and/or legal guardians in orientation materials and periodic mailings. The entire plan is available for approved stakeholders to review in the facility.

The plan itself is organized into three parts: the Basic Emergency Plan, a series of checklists along with supporting documents. The basic emergency plan provides overall concepts and assignment of responsibility. The detail in the attachments is concise and checklists should remain confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and is practiced multiple times each year.)

TABLE OF CONTENTS

PART I – BASIC EMERGENCY PLAN
1. Purpose
2. Situation & Assumptions
3. Concept of Operations
4. Organization & Responsibilities
5. Procedures for Emergency Response
7. Record of Changes

PART II – EMERGENCY CHECKLISTS
1. Checklist A: Direction & Control Operations
2. Checklist B: Protective Actions
3. Checklist C: Shelter in Place

PART III – SUPPORTING DOCUMENTS
1. Notification phone list
2. Transportation Assets
3. Facility layout & assembly area
4. Evacuation plan map to relocation center
5. Communication with parents/guardians
6. Pick-Up Authorization
7. Selection of “closest shelter”
8. Selection of “interior shelter”
9. Emergency re-location posting
10. Emergency kit & supplies
11. Texas Health and Human Services Preparation Information
PART I – BASIC EMERGENCY PLAN

1. PURPOSE
   • To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
   • To assure coordination and cooperation with municipal and county government and emergency services.

2. SITUATION AND ASSUMPTIONS
   • The Early Childhood Research Center (ECRC) is located at 2428 Raguet Street, Nacogdoches, TX. The ECRC normally has 78 children and 16 full time staff members. Normal operating hours for the facility are 7:30 a.m. - 5:30 p.m. The SFASU Charter School normally has 264 children and 31 full time staff members. The James I. Perkins College of Education normally has 30 full time faculty/staff members. The facility assumes responsibility for the health and safety of the children attending the facility.
   • The facility is located in Nacogdoches, TX, whose emergency management agency will be the primary source of governmental assistance during an emergency.
   • Assistance during emergencies will be dispatched through the SFASU Police Department (UPD) - 936-468-2608 and be coordinated by the SFASU Emergency Operation Center who will coordinate with NAC EOC.
   • The facility may be subject to the following natural disasters and emergencies:
     - Natural Disasters (e.g. flood, blizzard, etc.)
     - Technological Disaster (e.g. HAZMAT spill, power outage or fire)
     - Security emergencies or disasters (e.g. domestic violence, intruders)

3. CONCEPT OF OPERATIONS
   • General:
     - Direction and Control – The facility director or designee will assume responsibility for emergency actions until the arrival of emergency service personnel.
     - The facility director will gather and record information necessary to determine appropriate emergency actions.
     - In an emergency, ECRC staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well-being of children and staff.
     - In the absence of the facility director, the following facility person(s) will take charge:
       - Primaries: Lori Harkness (Director of ECRL), Lysa Hagan (Director of SFASU), Liz Vaughan (Department Chair of COE)
     - Secondary: SFASU UPD – University Police Department
   • Regular drills on emergency plans, procedures and duties will be conducted to:
     - Provide training for staff, including substitutes;
     - Orient children on emergency procedures and responsibilities; and
     - Develop skills needed for a real emergency.
   • Accountability:
     - Children will be released only to adult(s) designated by the parent or legal guardian;
     - In case of an evacuation, attendance will be taken at the assembly area, and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES
   • Facility directors will:
     - Be familiar with emergency plans for the University;
     - Ensure Agreements of Assistance are current with relocation facilities;
     - Determine a course of action to be taken during an emergency;
     - Maintain this plan in a current and usable state;
     - Notify parents and/or legal guardians to tune into designated local media for information during the emergency;
     - Ensure that parents and/or legal guardians are aware of what is happening to their children;
     - Keep the staff aware of the status of the emergency;
     - Determine the number and types of transportation needed if evacuation or relocation is required;
     - Take children’s emergency records to the evacuation/relocation site.
   • Staff will:
     - Review and assist in keeping plans and checklists current;
     - Maintain supervision of children until they are released to a parent or legal guardian;
     - Perform special assignments as specified in the plan checklists – Part II.
   • Parents and/or legal guardians are requested to:
     - Be familiar with plans and procedures for ensuring safety of the children;
     - Enroll in the SFASU Notification System;
     - Tune into designated local media for information and instructions during an emergency situation;
     - Parents and/or legal guardians are urged NOT to come to the ECRC until it is safe to do so.
5. PROCEDURES FOR EMERGENCY RESPONSE

- **Missing Child**
  - Promptly notify SFASU Police Department (UPD) once an initial search of the facility is made, or attempts to confirm location such as confirmed pick-up by family, etc. are completed.
  - Conduct another search of all areas of facility and immediate surrounding areas.
  - Notify UPD so perimeter can be established for search.
  - Make all other required notifications.

- **Flooding**
  - Flooding may result from heavy rain and build over several days or it may occur rapidly in the form of flash floods.
  - Monitor announcements of flash flood watches and warnings.
  - Inspect areas prone to flooding. Move important documents and equipment to higher locations in the facility. This includes utilities such as heat, etc.
  - Close or evacuate facility if needed. Heed evacuation orders from public safety officials.

- **Snow and Ice Storms**
  - Severe snow and ice storms can result in facility shutdown, closed roads, and damaged power lines/structures.
  - Monitor winter storm watch, warnings, blizzard warnings, or travel advisories.
  - Consider pre-storm closing (night before) or early closing as mandated by the SFASU president.
  - Arrange for snow and ice removal and other debris such as fallen trees and utility lines.

- **Utility Disruptions (water, electricity, etc.)**
  - Utilities may be disrupted during a storm or a more localized incident. Facility operations must be able to meet regulations and requirements for water use, heat, and power to remain open in such circumstances.
  - General information:
    - Maintain an up-to-date listing of utility and telephone contacts to report disruptions and schedule repairs or restoration. See Emergency Notification Section of this plan.
    - Identify alternative back-up sources such as bottled water distribution, portable electric generators, etc.
    - Identify facilities that would permit short term and long term relocation of operations until utilities can be restored. Document with a letter of agreement.

- **Power Outage**
  - Consider the following when assessing continued operations during loss or disruption of power.
    - Report loss of electricity immediately.
    - Check circuit breakers and fuses at service panel.
    - Safely move staff and children to areas where natural light and emergency lighting are. Consider their safety and comfort.
    - Evaluate impact on special needs children such as signaling devices and other equipment.
    - Check operations of security smoke/fire detectors, sprinklers, ventilation, telephones, computers, etc.
    - Take into account the impact on the overall learning environment.
    - Ensure an emergency generator is operating safely and is properly ventilated.

- **Bomb Threat**
  - Most bomb threats are received by telephone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain informal information using the Bomb Threat Checklist.

  **Bomb threat received by telephone:**
  - Keep the caller on the line as long as possible, DO NOT HANG UP, even if the caller does.
  - Listen carefully, be polite, and show interest
  - Keep the caller talking to learn more information
  - If possible, write a note to a colleague asking him/her to call UPD
  - If your phone has a display, copy the number and/or letters displayed
  - Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
  - Immediately upon termination of the call, DO NOT HANG UP, but from a different phone, contact UPD with information and await instructions.

  **Bomb threat received by handwritten note:**
  - Call 911 from a campus phone or from a cell phone or off-campus phone, call 936.468.2608
  - Handle note as little as possible

  **Bomb threat received by email:**
  - Call 911 from a campus phone or from a cell phone or off-campus phone, call 936.468.2608
  - Do not delete the message
Signs of suspicious package:
- no return address
- poor handwriting
- stains
- misspelled words
- incorrect titles
- strange odors or sounds
- foreign postage
- restrictive notes
- excessive postage
- unexpected delivery

If you receive a suspicious package,
- DO NOT use two-way radios or cell phones as they can detonate a bomb
- DO NOT activate the fire alarm
- DO NOT touch or move the package
BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the University Police Department.
5. If your phone has a display, copy the number and/or letters displayed.
6. Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD with information and await instructions.

If a bomb threat is received by handwritten note:
- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Handle note as little as possible.

If a bomb threat is received by e-mail:
- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Poor handwriting
- Stains
- Incorrect size
- Strange odor/sounds
- Foreign postage
- Restrictive notes
- Excessive postage
- Unexpected delivery
- Do not use two-way radio or cellular phone; radio signals have the potential to detonate a bomb.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Do not touch or move a suspicious package.

EMERGENCY CONTACT
- From a campus phone, call 911.
- From a cell phone or off-campus phone, call (936) 468-2608.

BOMB THREAT CHECKLIST

Date ___________________ Time ___________________

Time caller hung up ___________________

Phone number where call received ___________________

ASK CALLER

Where is the bomb located? (Building, Box, room, etc.) ___________________

When will it go off? ___________________

What does it look like? ___________________

What kind of bomb is it? ___________________

What will it explode? ___________________

Did you place the bomb? Yes No ___________________

What? ___________________

What is your name? ___________________

EXACT WORDS OF THREAT

____________________________________________________________________

INFORMATION ABOUT CALLER

Where is the caller located? (Background and level of noise) ___________________

Estimated age of caller ___________________

Is voice familiar? Yes No ___________________

Other points ___________________

CALLER’S VOICE

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy</td>
<td>Angry</td>
</tr>
<tr>
<td>Giggles</td>
<td>Crying</td>
</tr>
<tr>
<td>Heavy breathing</td>
<td>Deep</td>
</tr>
<tr>
<td>Rapid</td>
<td>Slow</td>
</tr>
<tr>
<td>Breath</td>
<td>Breath</td>
</tr>
<tr>
<td>Excited</td>
<td>Shaken</td>
</tr>
<tr>
<td>Laugh</td>
<td>Laugh</td>
</tr>
<tr>
<td>Loud</td>
<td>Loud</td>
</tr>
</tbody>
</table>

BACKGROUND SOUNDS

| Animal noises | Howling |
| Music | Music |
| Restaurant | Restaurant |
| Factory machinery | Factory machinery |
| Office machinery | Office machinery |
| Local | Local |

THREAT LANGUAGE

| Excitable | Explosive |
| Moany, read | Moany, read |
| Friendly | Friendly |
| Wûlksûk | Wûlksûk |

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
NACOGDOCHES, TEXAS
## CHECKLIST A
### Direction & Control Operations

**The Direction and Control activities outlined here apply to ALL emergency situations.**  
Mark Completed or Not Applicable

<table>
<thead>
<tr>
<th>Building Intruder/Suspicious Activity</th>
<th>Completed</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm given to lock all doors &amp; shelter children at facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call SFASU Police Department (UPD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>911 on campus phone or 936-468-2608 on non-campus phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building searched by police to find intruder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents and/or legal guardians are registered in SFASU notification system. System notifies parents and/or legal guardians.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Considerations for Protective Action Decision
Evacuation may not be the best decision. Sudden occurrences (explosions, tornados, etc.), violent storms/weather conditions, hazardous material events and an armed intruder or suspicious person outside may make sheltering the best choice.

- Information gathered from sources in the facility about the emergency
- Information gathered from UPD about the emergency
- Verify phone call with UPD 911 on campus phone or 936-468-2608 on non-campus phone

Consider:
- Is there time to evacuate?
- Is it safe outside?
- Are the children's homes in a danger area?
- Can the children & staff be safe inside the building?
- How long will this incident last?
- Is it safe for parents and/or legal guardians to come pick up children?

Identify homes that are not safe areas for children.

Parent and/or legal guardian notification through SFASU notification system.

### Modified Activities

- Cancel all out of the building activities.
- Determine the extent of cancellations and schedule modifications.
- Make provisions necessary for smooth and safe transition.
### Checklist B

**Protective Actions**

Procedures to accomplish one of TWO pre-planned protective actions: Immediate Shelter (Shelter in Place) or Immediate Evacuation. Shelter in Place, or Evacuation to Relocation facility.

**Completed or Not Applicable**

<table>
<thead>
<tr>
<th>Immediate Shelter</th>
<th>Completed</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal alert from office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify SFASU Police Department (UPD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P11 campus phone or 936-468-2608 on non-campus phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors to designated shelters like closets and utility are unlocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff move children to the closest shelter area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff takes attendance as soon as possible (avoiding immediate hazards)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside air intakes for HVAC closed (if situation warrants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities turned off to avoid fire/explosion (if situation warrants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows, blinds, drapes &amp; doors are closed to block debris from becoming missiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency services arrive on-site and briefed about situation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search of building revealed no hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;All-Safe&quot; signal. Verbal confirmation from office or authorized SFASU Official</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate Evacuation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm sounded by safety personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify SFASU Police Department (UPD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P11 campus phone or 936-468-2608 on non-campus phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that the pre-designated assembly areas are safe (secondary location Grace Bible Church)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff lead children in an orderly fashion out of the building to the designated assembly area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff takes attendance as soon as the children arrive in the assembly area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff maintains control of their group until instructed to return to classroom or to another location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building searched by Safety Personnel to ensure that everyone is out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency services arrive on-site and were briefed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search of building revealed no hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;All-Safe&quot; signal. Verbal confirmation from office or authorized SFASU Official. Emergency services briefed regarding final status of situation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Checklist C

## Shelter in Place

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that designated shelter areas are ready to receive and shelter children and staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take attendance to establish accountability for all children and staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remain in place and await further instructions from designated staff person.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify SFASU Police Department (UPD) 911-campus phone or 936-468-2608 on non-campus phone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff moves their group to the pre-designated shelter areas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff maintains control of their group until instructed to move to another location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close windows, blinds, drapes &amp; doors to impede debris from becoming missiles.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close air intakes for HVAC (if needed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce all other sources of external air.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff will take attendance as soon as they arrive in the shelter area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time permitting, place food and beverages in closed containers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency services arrive on-site and briefed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search of building revealed no hazards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“All-Safe” signal will be verbal from office or authorized SFASU Official.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Evacuation to a Relocation Facility

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify SFASU Police Department (UPD) 911-campus phone or 936-468-2608 on non-campus phone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relocation Facility Grace Bible Church, 2211 Raguet - will be notified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take attendance for accountability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post “Notice of Relocation” will be posted on all outside doors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children arrive at Relocation Facility &amp; move to areas designated for their use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff will retain supervision and accountability for all children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance taken and numbers reported to designated staff person.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents and/or legal guardians notified of the relocation of children.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Emergency Action Plan for “Shelter in Place”

Shelter-in-place means that in certain situations it may be necessary to hold students and staff indoors. This concept is known as shelter-in-place, which can be used in weather-related emergencies or chemical, biological, radiological, or other situations that pose a hazard to the children and staff.

The nature and duration of the shelter-in-place is determined by the emergency situation or the direction of SFASU safety officials in conjunction with the ECHL director or designee.

1. Bring all involved students and staff in outdoor activities into the main building.
2. Initially, keep all students and staff in re-locatable classrooms in place until safety officials and the ECHL director advises the best course of action, such as remaining inside the main building or evacuating to a safer location.
3. Ensure all exterior doors are locked, secured, and in lock down mode.
4. To reduce the risk of potential exposure to students, staff, and visitors, administration must ensure that no one leaves or enters the building unless directed otherwise by safety officials or the ECHL director.
5. Take steps to shut down the HVAC systems if instructed to do so.
6. To ensure students and staff are accounted for, hold students in their current location when it is safe to do so.
7. Parent and/or legal guardian reunification plans are in place.
8. Students’ emergency information (notebooks) is up-to-date to include any additional adults authorized to pick up students on behalf of parents/guardians.
9. Each classroom has an emergency kit that contains emergency supplies, an emergency plan, and their classrooms Emergency Information Notebook. (This contains all Parent and/or legal guardian contact information).
### PART III – SUPPORTING DOCUMENTS

**ECHL Director ~ Lori Harkness (936) 468-4006 (936) 468-2484**  
**SFACS Director ~ Lysa Hagan (936) 468-5899 (936) 468-2336**  
**ELE Department Chair ~ Liz Vaughan (936) 468-2904 (936) 468-1700**

**Notification Phone List of Facility Staff by Room Number**

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>EXT</th>
<th>Room #</th>
<th>Home phone</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCall, Jana</td>
<td>3841</td>
<td>101A</td>
<td>936-569-4390</td>
<td>936-569-4390</td>
</tr>
<tr>
<td>Hagan, Lysa</td>
<td>2336</td>
<td>101B</td>
<td>936-552-4200</td>
<td></td>
</tr>
<tr>
<td>Harkness, Lori</td>
<td>2484</td>
<td>101C</td>
<td>936-560-2805</td>
<td></td>
</tr>
<tr>
<td>Brown, Maggie</td>
<td>5316</td>
<td>101</td>
<td>936-552-6033</td>
<td></td>
</tr>
<tr>
<td>Freeland, Sharon</td>
<td>4006</td>
<td>101</td>
<td>936-615-3800</td>
<td></td>
</tr>
<tr>
<td>Morris, Susan</td>
<td>4006</td>
<td>101</td>
<td>504-249-0324</td>
<td></td>
</tr>
<tr>
<td>Vaughan, Deedra</td>
<td>1008</td>
<td>101</td>
<td>936-715-5903</td>
<td></td>
</tr>
<tr>
<td>Mooneyham, Amy</td>
<td>5899</td>
<td>101</td>
<td>936-715-7105</td>
<td></td>
</tr>
<tr>
<td>Morris, Susan</td>
<td>5899</td>
<td>101</td>
<td>504-249-0324</td>
<td></td>
</tr>
<tr>
<td>Solwood, Rebecca</td>
<td>2414</td>
<td>104</td>
<td>936-615-9112</td>
<td></td>
</tr>
<tr>
<td>Wall, Tammy</td>
<td>2414</td>
<td>104</td>
<td>936-645-9491</td>
<td></td>
</tr>
<tr>
<td>Jones, Joanna</td>
<td>2352</td>
<td>106</td>
<td>936-553-9915</td>
<td></td>
</tr>
<tr>
<td>Williams, Louann</td>
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Emergency Services RELOCATION
SFASU Emergency Services - UPD (936) 468-2608 / 911
Child Care Center Relocation Facility is
Grace Bible Church 2211 Raguet St.
Michelle Herron or Ryan Finnerud
(936) 564-8867

Evacuation Plan Map
Drawing of Evacuation Route from
SFASU Early Childhood Research Center to
Grace Bible Church (located on the corner of Hayter St. & Raguet St.)

Children will be walked from ECRC to the location directly across Raguet St. to Grace Bible Church.
Early Childhood Research Center
EVACUATION MAP – First Floor
To be used with Classroom Evacuation Plans to follow

Early Childhood Research Center Evacuation Plan
Evacuation Plan – All Classrooms

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS
Hazard Safety Strategy
Tornado Evacuate to shelter area
Fire Seal the room
Earthquake Drop, cover and hold
Tsunami Get to high ground

TEACHER
Lead safety strategy
Take attendance
EVACUATE

Fire Drill Procedures

Route
All staff members in the Infant class and volunteers assist in getting infants outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members place all children in the evacuation crib or carry them through the backdoor to the far, SOUTH side of the playground.

Alternate route
Go out the front door of the classroom to the main hallway, go NORTH to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Infant staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All Infant staff members and volunteers assist in placing children in the evacuation crib and move them into the Infant/Teacher office or area designated by the Safety Officer.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
**EVACUATE**

**Fire Drill Procedures**

**Route**
All staff members in the Toddler I class and volunteers assist in getting toddlers outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members escort all toddlers through the backdoor to the far, SOUTH side of the playground.

**Alternate route**
Go out the front door of the classroom to the main hallway, go NORTH to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Toddler I staff and volunteers bring children back to the classroom.

**SHELTER**

**Severe Weather Drill Procedures**
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All Toddler I staff members and volunteers assist in escorting toddlers out of the classroom and into the observation booth designated for Toddler I children by the Safety Officer. Instruct children to crouch against the wall under the counter top in the booth. Adults move stools into the hallway or lay them down in the booth. Roll carts to the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

**Lockdown Procedure**
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

**Lockout Procedure**
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the Toddler II class and volunteers assist in getting toddlers outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members escort all toddlers through the backdoor to the far, SOUTH side of the playground.

Alternate route
Go out the front door of the classroom to the main hallway, go WEST to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Toddler II staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All Toddler II staff members and volunteers assist in escorting toddlers out of the classroom and into the Men’s Restroom designated for Toddler II children by the Safety Officer. Instruct children to crouch against the bathroom walls and cover their heads. Adults move trash receptacles into the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the Pre-K I class and volunteers assist in getting Pre-K I children outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members escort all children through the backdoor to the far, EAST side of the playground.

Alternate route
Go out the front door of the classroom to the main hallway, go WEST to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Pre-K I staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All Pre-K I staff members and volunteers assist in escorting children out of the classroom and into the Women’s Restroom designated for Pre-K I children by the Safety Officer. Instruct children to crouch against the bathroom walls and cover their heads. Adults move trash receptacles into the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the Pre-K II class and volunteers assist in getting Pre-K II children outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members escort all children through the backdoor to the far, EAST side of the playground.

Alternate route
Go out the front door of the classroom to the main hallway, go WEST to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Pre-K II staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All Pre-K II staff members and volunteers assist in escorting children out of the classroom and into the observation booth designated for Pre-K II children by the Safety Officer. Instruct children to crouch against the wall under the counter top in the booth. Adults move stools into the hallway or lay them down in the booth. Roll carts to the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the ASC/Summer Fun class and volunteers assist in getting children outside the classroom.

When alarm sounds or Teacher/Director designates:
Staff members escort all children through the backdoor to the far, EAST side of the playground.

Alternate route
Go out the front door of the classroom to the main hallway, go WEST to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, ASC/Summer Fun staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All ASC/Summer Fun staff members and volunteers assist in escorting children out of the classroom and into the observation booth designated for ASC/Summer Fun children by the Safety Officer. Instruct children to crouch against the wall under the counter top in the booth. Adults move stools into the hallway or lay them down in the booth. Roll carts to the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members and volunteers assist in getting children outside the motor room and infant circle area.

When alarm sounds or Teacher/Director designates:
Staff members escort all children through the door to the far, SOUTH side EXIT.

Alternate route
Go out the front door of the motor areas to the main hallway, go NORTH to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, staff and volunteers bring children back to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
All staff members and volunteers assist in escorting children out of the motor room and infant circle areas and into the observation booth designated for the motor room and infant circle areas by the Safety Officer. Instruct children to crouch against the wall under the counter top in the booth. Adults move stools into the hallway or lay them down in the booth. Roll carts to the hallway.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Kindergarten – Rooms 114 and 115

EVACUATE

Fire Drill Procedures

Route
All staff members in the kindergarten classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students exit onto the small playground, on the SOUTHEAST side of the building.

Alternate route
Exit to main hallway; go SOUTH to the front of the building.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the first grade classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students exit onto the small playground, on the SOUTHEAST side of the building.

Alternate route
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Second Grade – Rooms 121 and 122

EVACUATE

Fire Drill Procedures

Route
All staff members in the second grade classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit onto the large playground, and move to the far NORTHEAST corner of the fence.

Alternate route
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Third Grade - Rooms 123 and 124

EVACUATE

Fire Drill Procedures

Route
All staff members in the third grade classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit onto the large playground, and move to the far NORTHEAST corner of the fence.

Alternate route
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route
All staff members in the fourth grade classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit the WEST side of the building, to front sidewalk.

Alternate route
Exit to main hallway; go SOUTH to the front of the building.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Fifth Grade – Rooms 125 and 126

EVACUATE

Fire Drill Procedures

Route
All staff members in the fifth grade classes assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit onto the large playground, and move to the far NORTHEAST corner of the fence.

Alternate route
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Exit the classroom, move into the observation booth. Move stools and instruct students to crouch against the wall under the countertop.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Music – Room 131

EVACUATE

Fire Drill Procedures

Route
All staff members in the music class assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit the WEST side of the building, to front sidewalk.

Alternate route
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom

SHelter

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Move students to classroom closet and crouch against the wall.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.
All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
**EVACUATE**

**Fire Drill Procedures**

**Route**
All staff members in the art class assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit the WEST side of the building, to front sidewalk.

**Alternate route**
Exit to main hallway; go NORTH to the north exit.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom.

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**SHELTER**

**Severe Weather Drill Procedures**
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Move students to classroom closet and crouch against the wall.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

**Lockdown Procedure**
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

**Lockout Procedure**
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
SFA Charter School
Gym – Room 127

EVACUATE

Fire Drill Procedures

Route
All staff members in the P.E. class assist in getting students outside the classroom.

When alarm sounds or Teacher/Director designates:
Teachers and students, exit the NORTH side of the building, to the circle drive.

Alternate route
Exit gym through the EAST exit door, toward the large playground.
After all persons are evacuated from the building and safety is established, everyone may return to the classroom

SHELTER

Severe Weather Drill Procedures
The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the SFA Charter School, in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:
Move students to classroom closet and crouch against the wall.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockdown Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Move all persons into the classroom closet area. Lock the classroom closet door and remain silent.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom.
EVACUATE

Fire Drill Procedures

Route

When alarm sounds or Instructor/Director designates:
Everyone in the rooms listed above should proceed to the exit closest to ECRC 209E which is the EAST side EXIT.

Alternate route
If the EAST side Exit is blocked, please proceed to the exit located at the West side EXIT, the primary entrance/exit location of the ECRC.

After all persons are evacuated from the building and safety is established, you will be notified to return to your classroom or office.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where everyone must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Instructor/Director designates:
Everyone in a faculty office, testing room, or other office space should transition from any rooms with windows into the hallway as far away from any windows as possible.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom and offices.

Lockdown Procedure

When alarm/siren sounds or when the Instructor/Director designates:
Everyone should immediately secure their office or classroom behind a locked door. The Chair of the Department of Elementary Education (or designee) should open ECRC 211 and allow everyone in the open space designated as ECRC 210 to seek shelter inside of ECRC 211. Office staff located in the open space of 209 should transition into 209B.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return normal operating procedures.
EVACUATE

Fire Drill Procedures

Route

When alarm sounds or Instructor/Director designates:
Everyone in the rooms listed above should proceed to the primary entrance/exit of the ECRC, the West side Exit.

Alternate route
If the West side Exit is blocked, please proceed to the exit located at the East side EXIT located at ECRC 209EE, close to ECRC 209E.

After all persons are evacuated from the building and safety is established, you will be notified to return to your classroom or office.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where everyone must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Instructor/Director designates:
Everyone in a faculty office, testing room, or other office space should transition from any rooms with windows into the hallway as far away from any windows as possible.

Everyone in a classroom should transition into the hallway outside of their classroom between the Northwest restrooms and ECRC 211. ECRC 211 is a safe location during a severe weather event and should not be evacuated; however, ECRC 211 should serve as an overflow room if the hallway becomes over populated.

All persons remain in the designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom and offices.

Lockdown Procedure

When alarm/siren sounds or when the Instructor/Director designates:
Everyone should immediately secure their office or classroom behind a locked door. The Chair of the Department of Elementary Education (or designee) should open ECRC 211 and allow everyone in the open space designated as ECRC 210 to seek shelter inside of ECRC 211. Office staff located in the open space of 209 should transition into 209B.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return normal operating procedures.
Early Childhood Research Center (2nd Floor)  
Classrooms 217, 218, 219  
Faculty Offices 209 O, P, Q, R, S, T, U, V, W, X, Y, Z

EVACUATE  
Fire Drill Procedures

Route
When alarm sounds or Instructor/Director designates:
Everyone in the rooms listed above should proceed to the exit closest to ECRC 219 which is the Northwest side EXIT.

Alternate route
If the Northwest side Exit is blocked, please proceed to the exit located at 209EE, the East side EXIT located close to 209E.

After all persons are evacuated from the building and safety is established, you will be notified to return to your classroom or office.

SHELTER  
Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where everyone must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Instructor/Director designates:
Everyone should transition from any rooms with windows into the hallway between the Northwest restrooms and ECRC 211. ECRC 211 is a safe location during a severe weather event and should not be evacuated; however, ECRC 211 should serve as an overflow room if the hallway becomes over populated.

All persons remain in the designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom and offices.

Lockdown Procedure
When alarm/siren sounds or when the Instructor/Director designates:
Everyone should immediately secure their office or classroom behind a locked door. The Instructor in ECRC 219 should allow everyone in the open space designated as ECRC 220/221 to seek shelter inside of ECRC 219.

Lockout Procedure
When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return normal operating procedures.
EVACUATE

Fire Drill Procedures

Route

When alarm sounds or Instructor/Director designates:
Everyone in the rooms listed above should proceed to the exit closest to the Southeast restrooms, the Southeast side EXIT.

Alternate route

If the Southeast side Exit is blocked, please proceed to the exit located at the West side EXIT, the primary entrance/exit location of the ECRC.

After all persons are evacuated from the building and safety is established, you will be notified to return to your classroom or office.

SHELTER

Severe Weather Drill Procedures

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where everyone must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Instructor/Director designates:
Everyone in the classrooms (204, 205, 206) should transition into the hallway directly in front of ECRC 205 and 206.

Faculty in offices with windows (201D-201Q) should transition into the hallway and take shelter as far away from any windows as possible. Please remember to close your office door as you exit.

All persons remain in their designated area until the drill is completed or in the event of an actual emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return to the classroom and offices.

Lockdown Procedure

When alarm/siren sounds or when the Instructor/Director designates:
Everyone should immediately secure the office or classroom behind a locked door. The Instructor in ECRC 204 should allow everyone in the open space outside of ECRC 204 to seek shelter inside of ECRC 204.

Lockout Procedure

When alarm/siren sounds or when the Teacher/Director designates:
Everyone should immediately secure the classroom by locking all perimeter doors. Remain in the classroom.

All persons remain in their designated area until the drill is completed or in the event of an emergency, when safety is established. The Director or Safety Official notifies staff when it is safe to return normal operating procedures.
Selection of CLOSEST SHELTER

If it is unsafe for occupants of the ECRC to go outside, provisions are made to provide “protected spaces” inside. Depending on time available, staff moves their children to the “closest shelter” inside the facility.

These spaces should:
- be in the interior of the building, away from glass that may shatter
- not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado
- have furniture and wall-hangings secured so they will not fall onto occupants.

Suggestions are:
- interior halls
- storage rooms
- restrooms, closets or other small areas
- If hallways are not suitable, use the inside wall of a room.

All children and staff face the wall, protecting their heads and faces with their arms. (We taught our students Rabbit Yoga Pose with silent sounds) from SRP lessons

Selection of INTERIOR SHELTER

If it is unsafe for occupants of the ECRC to go outside, and there is time to move to the best available shelter, provisions are made to provide “protected spaces” inside the facility.

These spaces should:
- be in the interior of the building, away from glass that may shatter.
- not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado
- have furniture and wall-hangings secured so they will not fall onto occupants.

Suggestions for multi-story facilities are to use:
- identified shelters
- first floor
- classroom storage rooms
- restrooms
- other small enclosed areas away from large glassed-in areas or large open rooms
**EMERGENCY KITS & SUPPLIES**

**Early Childhood Laboratory**

**Center Emergency Kit**

Kits should be located in a central and easily accessible location and packed in a backpack or other container that is mobile in the event of an evacuation.

1. Copies of all contact lists (for families and staff, include the name, phone number, and e-mail, as well as information for someone preferably out-of-state, at least out of the immediate area: phone numbers and email for Sponsor Liaison and/or immediate supervisor)
2. AM/FM weather band/TV
3. Battery operated radio with extra batteries
4. First aid kit (add gloves and tissue to kit)
5. Flashlights - long life, emergency flashlights with extra batteries (batteries stored separately to avoid rusting)
6. Hand-sanitizer and cleansing agent/disinfectant
7. Manual can-opener
8. Notepad and pens/pencils, scissors
9. Whistle
10. Disposable cups
11. Wet wipes
12. Cell phone

**In the Center in General**

1. Disposable cups
2. Extra supplies of critical medications such as insulin, EPI-pens, etc. for children and staff
3. Individual cell phones
4. Non-perishable food items like soft granola bars, cereal, cheese and crackers, containers of fruit, and special infant items, etc. – should be nut-free in case of allergies
5. One gallon of water for every four children and staff

Each ECHL Child Should Have:

- change of seasonally appropriate clothing
- blanket
- extra diapers (one-day supply as space allows)
- extra formula (one-day supply as space allows)

**Location of Emergency Kits** Each classroom has an emergency kit in the classroom and outdoors.

**Locations of Additional Emergency Supplies** Additional emergency supplies are stored in each classroom.

**Location of Cell Phones** Each teacher keeps his/her cell phone in the classroom office or closet. Cell phones will be taken with the teacher/staff in an emergency situation.
EMERGENCY KITS & SUPPLIES
SFA Charter School Classrooms

SFA Charter School Emergency Kit
Kits should be located in a central and easily accessible location and packed in a backpack or other container that is mobile in the event of an evacuation.

1. Copies of all contact lists (for families and staff, include the name, phone number, and email,
   as well as information for someone preferably out-of-state, at least out of the immediate area; phone numbers and email for Sponsor Liaison and/or Immediate supervisor)
2. first aid kit (add gloves and tissue to kit)
3. flashlights – long life, emergency flashlights with extra batteries (batteries stored separately to avoid rusting)
4. hand-sanitizer and cleansing agent/disinfectant
5. notepad and pens/pencils, scissors
6. disposable cups
7. wet wipes
8. phone
9. cell phone

In the School in General
1. disposable cups
2. extra supplies of critical medications such as insulin, EPI-pens, etc. for children and staff
3. individual cell phones
5. two gallons of water for classroom children

Location of Emergency Kits Each classroom has an emergency kit in the classroom.
Locations of Additional Emergency Supplies Additional emergency supplies are stored in each classroom.
Location of Phones Each classroom has a phone in the classroom closet. Each teacher keeps his/her cell phone in the classroom closet. Cell phones will be taken with the teacher/staff in an emergency situation.
KNOW WHAT TO DO

EVACUATE
Leave your building immediately!

WHEN? If there is a danger inside or near your building
VIA JackAlert and/or the fire alarm system in your building

ACTIONS:
• leave the building; assist those with disabilities
• take valuables and cell phone with you
• proceed to the assembly area outside
• wait for official notice to re-enter the building/area

SHELTER IN PLACE
Find a safe building immediately!

WHEN? If severe/dangerous weather, an active emergency, or an
environmental hazard outdoors is imminent
VIA JackAlert. Outdoor sirens will activate using the appropriate
tone.

ACTIONS:
• seek shelter inside a building/remain in safe location
• keep tuned to media
• wait for official notice to resume normal activities

LOCK DOWN
RUN - HIDE - FIGHT

WHEN? Active emergency or other violence on campus

VIA JackAlert. Outdoor sirens will activate using the appropriate
tone.

ACTIONS (RUN-HIDE-FIGHT as appropriate for your safety)
• call 911 if you have information for police
• warn others if possible
• depending on situation, run away or hide/barricade or lock
doors, turn out lights, remain quiet
• as a last resort, fight to defend yourself
• wait for official notice to resume normal activities

YOU MUST REGISTER ON mySFA to RECEIVE JackAlerts
For more information: www.sfasu.edu/dps
SFASU Police: 911 from campus phone or 934-468-2608 from other phone
HELPFUL LINKS

Annual Campus Security and Fire Report
Updated each October with data from the preceding year, this report provides information relative to campus safety and safety protocols; it is posted when submitted to the USDE.

Annual Crime Statistics
Crime statistics are compiled and posted each year by the United States Department of Education. Click here to view stats for SFASU. For up-to-date information on the SFASU crime log, click here.

Armed Subjects Protocol
Click here for protocol for armed subjects.

Automatic Electronic Defibrillators (AED)
Click here for information about SFASU AEDs.

Bomb Threat Procedures and Checklist

Concealed Carry on Campus
5.8.11 Campus Carry Law went into effect August 1, 2016. Visit the Concealed Carry on Campus website to learn more about this law.

Emergency Operations Plan
Click here to learn more about SFASU’s Emergency Operations Plan.

Eyewitness Text Tips
Learn more about how to anonymously report information to SFASU UPD.

JackAlert Campus Notification System
Click here to learn more about SFASU’s JackAlert Campus Notification System.

Lumberjack Guardian App
Faculty, staff, and students can download the Lumberjack Guardian mobile phone app for either iPhone or Android phones by selecting the Rave Guardian app in the appropriate app store. To create your personal profile the user must enter their SFASU issued email address for the profile setup.

Mental Health Community Providers
Click here for a list of mental health community providers.

Sexual Offender Registry
For information about the State of Texas Sexual Offender Registry, click here.

Sexual Harassment
Click here for information that defines sexual harassment and outlines the complaint process.

Time Warning Procedure
Click here for information about the Time Warning Procedure.

SFASU UPD Services
For more information about the services SFASU UPD offers, click here.