

BAYTOWN CHRISTIAN ACADEMY EMERGENCY PLAN



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GENERAL INFORMATION

The information in this document describes the procedures to be used in the event of a fire, tornado, inclement weather, intrusion, terrorist threat or active shooter, bomb threat, gas leak, chemical alert, and ordered evacuation.

EMERGENCY PROCEDURES

School staff must be familiar with and follow procedures and evacuation maps in this document.

For all emergencies, when leaving the building, employees must take a class roster and cell phone.

EMERGENCY MANAGEMENT TEAM MEMBERS

The team consists of the following members (names reflect the Administrative Team for the 2016-2017 school year)

- Headmaster – Al Richard
- Dean of Grammar / Junior High – Andrea Case
- Dean of High School – Dr. Claudiu Cimpean
- Facilities Coordinator – Nathan Gray
- Director of Athletics – Derek Martin
- College Liaison - Dr. Gary Holmes

General Emergency Procedures

Flooding

- In case of flooding, Baytown Christian Academy follows the hurricane drill procedure. SEE HURRICANE DRILL.

Hurricanes

- The official hurricane season is from June 1 until November 30.
- Threatening hurricanes are classified in three stages:
 - **Hurricane Watch:** A watch is the first alert that a hurricane poses a possible, but yet uncertain, threat to a certain coastal area.
 - **Hurricane Warning:** Within 24 hours or less, a specified coastal area may be subject to sustained winds of 74 mph or higher, dangerously high water, and exceptionally high waves.
 - **Storm Stage:** A hurricane has moved inland.
- During inclement weather, administration will be kept informed of current weather conditions through the National Weather Service.
- Announcements regarding early dismissals or school closing will be publicized through KTRH Radio 740 AM and local Houston television stations 2, 11, and 13.
- Attempts will be made to post and update BCA's closings at 5:00 am and 5:00 pm on the school's website—GoBCA.org.
- The RenWeb call-out and email features will be used to notify parents of closures.
- Baytown Christian Academy's early dismissals and school closings often do but may not always coincide with the decisions made by the Goose Creek Consolidated Independent School District's administration.
- Teacher requests to leave the building to check on their own families are honored only after the students' safety is assured.

In Case of a Hurricane

- Teachers are made aware of current weather conditions in an appropriate manner and are reminded to reassure students.
- Televisions and radios must be silenced in the classrooms to promote calm among students and staff.
- No personal or outside phone calls are made unless authorized by administration.
- Incoming calls are screened and possibly ignored in the interest of supervising the students.
- If trapped in the school building during the storm stage, the procedure followed will be the same one followed if a tornado has been sighted. SEE TORNADO DRILL.

EVACUATION PLANS

IMMEDIATE – No Time to Remove Belongings

In the event of life-threatening emergency which warrant an immediate evacuation, use the following instructions as a guideline:

Administration

- Make the appropriate “CODE” announcement over the PA system
- Utilize cellular communication between administrators
- Wait for instructions from authorities regarding building safety

Administrative Staff

- Have cell phone in hand
- Assist teachers and students with exiting the building (if needed)
- By “last person out” and insure all doors are closed before exiting
- Wait for instructions from Headmaster

Teachers

- Have cell phone in hand
- Have grade book and attendance roster in hand
- Lead students out of the classroom into the designated area depending on CODE
- Close classroom door upon exit – DO NOT LOCK
- Observe hallways and look for open doors; if an open door is found, insure room is empty and close door
- Check restrooms before exiting building
- Upon arriving at designated evacuation site
 1. Take physical roll of student. If students are missing, notify administration
 2. Upon request of administration, report numbers
 3. If medical attention is needed, request assistance via phone by reporting medical condition and location to headmaster
 4. Wait for instructions from Administration

CODE 1 – FIRE

Fire Drills

- Fire drills are conducted throughout the year.
- Fire alarm will be activated by administrator in charge of the drill.
- Evacuation routes are posted in each room.
- Students will be instructed on evacuation routes.
- Fire extinguishers are placed in strategic places throughout the building.

Fire Drill Procedures

- Students exit quickly and silently. Classroom doors should be closed but left unlocked.
- The school receptionist checks the library for students.
- The attendance clerk checks the computer lab for students.
- The headmaster exits with a log of the students to be used in case of an actual fire.
- Each teacher counts his students as he groups them in a designated place away from the building.
- Using his attendance list, each teacher takes roll once the students are counted into their group.
- If a student is away from his classroom during the drill, he must leave the building through the nearest exit and report to the nearest adult outside.
- After securing help from another nearby adult, an adult will walk the misplaced student to his respective teacher.

In Case of an Actual Fire

- Call 911 immediately.
- The headmaster or other office staff activates the alarm system. Other devices (whistles, bells, human voice calling, “Fire Drill!”) may be used.
- If safety permits, adult(s) near fire extinguishers use the extinguishers.
- After each teacher has accounted for his students in a designated place outside the building, he walks them to the far south end of the parking lot.
- Each teacher checks off his students’ names as they are picked up by parents or put in a vehicle to be transported to another location.
- Each teacher informs administration that his students are safely in cars with parents or in vehicles to be transported.

CODE 2 - LOCKDOWN

Campus Intruder / Terrorist Threat / Active Shooter

In the event of an intrusion or terrorist threat, campus administration will call for a campus-wide lockdown. For the safety of students and staff, immediate action is necessary.

PROCEDURES:

ADMINISTRATOR IN CHARGE:

- Evaluate the location and threat to students and staff.
- Initiate the campus-wide lockdown by using the campus-wide PA system to announce the commencement of lockdown procedures, identifying for all involved the level of threat being addressed. NOTE: PE teacher must be reached via cell phone.
- Notify emergency personnel through a 9-1-1 call.
- Monitor conditions until emergency personnel arrives on campus.
- Review general lockdown reminders needing immediate attention to ensure all persons move immediately to a secure location or remain in the current location if it has been designated as secure.

TEACHERS AND STAFF WITH STUDENTS:

- Move students to most secure corner of the lockable area (classroom, dressing room, kitchen, office, etc.).
- Quickly check hallways and restrooms to move students into the nearest designated safe area (even if it not the classroom the student is assigned to).
- Lock all doors leading into the designated secure area.
- Keep students in the classroom (nobody leaves secure area), away from windows and doors and out of plain sight of somebody looking through windows.
- Turn off lights.
- Cover windows if possible.
- Take physical roll call of all students in the secure area. Report “missing” students to main office via cell phone or landline.
- Report presence of any students secure in your area who are not on your roll. Notify main office of these so that missing students can be cleared as accounted for.
- Keep all students quiet in the secured area (it is imperative to give off the impression that the locked and dark area has nobody inside).
- Advise students to be ready to evacuate using designated exits when instructed via PA.
- Wait for further instructions from administration.

TEACHERS AND STAFF WITHOUT STUDENTS:

- Assist the movement of students to nearest secure, lockdown areas (classroom, office, etc.).
- After sweeping the area nearest to you, find a lockdown area and enter it.
- Remain in lockdown area until further instructions are given.

CODE 3 – TORNADO

Threatening weather regarding tornadoes is classified in two stages:

- **Tornado Watch:** A tornado watch simply indicates that weather conditions could become ideal to create a tornado.
- **Tornado Warning:** A tornado warning indicates that an actual twister has touched down in a specific area.

Tornado Watch Administrative Duties

- Office personnel tune the radio to KTRH 740 AM for specific information and instructions for the Baytown area.
- Academic Deans alert the teachers so they are ready to move to a sheltered area if necessary.
- For immediate reporting to the Baytown Police Department at 281-422-8371, headmaster views the outside to look for funnel clouds—swirling clouds dangling from clouds but not touching the ground—or a tornado—a swirling cloud that touches the ground.

Tornado Warning Administrative Duties

- If a tornado is reported, office personnel activates the tornado drill system through use of the PA system.
- The following chart identifies people assigned to oversee the movement of staff and students to designated safe areas:

Tornado Movement Chart

Overseer	Moving Staff/Students	Designated Shelter
Headmaster	<ul style="list-style-type: none"> • Front Office Personnel • Music / Library • Computer Lab 	Front Hallway <u>(near Main Office)</u>
Dean of Rhetoric	<ul style="list-style-type: none"> • Room 17 • Room 18 • Room 19 • Room 20 • Gym / Kitchen 	Southwest (Rear) Boys' Restroom
Dean of Grammar/Logic	<ul style="list-style-type: none"> • Room 1 • Room 2 • Room 3 • Room 4 • Room 5 	Northeast (Front) Boys' Restroom
Athletic Director/ Facilities Coordinator	<ul style="list-style-type: none"> • All Portables • Room 6 • Room 7 • Room 8 • Room 9 	Northwest (Rear) Girls' Restroom
College Liaison	<ul style="list-style-type: none"> • Room 12 • Room 13 • Room 14 • Room 15 • Room 16 	Southeast (Front) Girls' Restroom

CODE 4 – BOMB THREAT

In the event of a bomb threat, staff should be aware that it may occur at any time and could be received by any person who answers the telephone. Management of a bomb threat is a serious situation and poses a difficult decision process. For the safety of students and staff, immediate evacuation of the building used FIRE DRILL procedures is necessary. Students should not be made aware of the bomb threat to avoid panic.

- All bomb threats will be treated seriously.
- False threats are penal violations and will result in school and civil consequences.
- In case of bomb threat, Baytown Christian Academy follows fire drill procedures. SEE FIRE DRILL.
- Students will be allowed to re-enter the building only after the authorities deem the building to be safe.

PROCEDURES

Person Receiving the Call

- Try to record the conversation and check caller ID for a phone number
- Alert another staff member to call 911 to alert authorities
- Document the time of the call and the caller's statement
- Remain calm on the line with the caller
- Keep the caller on the line as long as possible by asking questions to lengthen the call
- Try to obtain the following information:
 - Where is the bomb located?
 - When is it set to go off?
 - What does it look like? Is it in a box or backpack?
 - What type of explosive is it?
 - Why are you doing this?
- Listen to the caller's voice and make note of identification (male / female / tone / mood)
- Listen for background noises to assist in the location of the caller (music, other voice, auto traffic, train, etc.)

ACTION

- Immediately call "911"
- Alert staff through PA announcement – "Code 4 on campus. Please begin evacuation drill immediately."
- Comment Fire Drill procedures

CODE 5 – INCLEMENT WEATHER

In the event of inclement weather, a decision may be made to close the school. The school will usually follow the lead of the Goose Creek CISD regarding closing related to weather. In some cases, the headmaster may take action to close BCA without the local school district taking such action.

PROCEDURES

If severe weather conditions occur while school is in session, the headmaster will

- Evaluate the severity and location of the weather
- Determine whether the immediate dismissal of school is needed
- Utilize the RenWeb text alert and RenWeb email system to notify parents
- Announce via the PA system to implement Code 5 actions outlined below

If severe weather conditions occur while school is not in session, the headmaster will

- Evaluate the severity and location of the weather
- Contact GCCISD officials to determine the local district's plans
- Determine whether the closing of school is needed
- Utilize the RenWeb text alert system and RenWeb email system to notify parents
- Contact local news agencies and television stations to provide school closing update

ACTIONS

- Teachers and students gather personal belongings
- Teachers take physical role call and locate missing students
- Secure all windows
- Turn off all electrical devices, including powering down all computers
- Instruct students to prepare to leave school as they would at the end of a normal school day
- Await further instructions from campus administrators

CODE 6 – GAS LEAK / CHEMICAL LEAK / INDUSTRIAL PLANT SITUATIONS

In the event of a gas leak or chemical leak inside the building, an orderly evacuation following steps outlined in Code 1 – Fire outlined in this manual.

In the event the gas leak, chemical leak, or industrial plant situation occurs in the community, faculty and students will be alerted to follow steps outlines in Code 2 – Lockdown.