

Emergency Evacuation Plan

**SUNSHINE ACADEMY
9902 CRYSTAL CT. LAREDO TEXAS 78045
2715 E. DEL MAR E1 LAREDO TEXAS 78041**

**This plan is based upon Minimum standard for Child –care canter, Subchapter W
Fire Safety and Emergency Practices, Division 2 Emergency Preparedness.
746.1303**

***This plan is to be used as a guide only and should not be taken that a copy of
this plan will assure compliance with the relevant Australian Standards. This
guide was developed to assist persons develop an Emergency Evacuation Plan.***

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1.0 Evacuation Plan Objective

To clearly define the process to be followed, in the event of an emergency occurring at the **Sunshine Academy Learning and Enrichment Center**. The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.

This plan will be used by the staff as a “living document” to set out the following;

- The potential emergencies that are applicable to the use.
- The written procedures developed in response to the potential emergencies.
- The staff members responsible for actions in an Emergency situation.
- The ongoing education and training proposed as part of the overall strategy.

1.1 How children will be relocated to the designated safe area or alternate shelter.

Safety comes first in Sun Shine Learning and Enrichment Center, that is why we had taken serious precautions. In case of an emergency we will take our attendance list from the day, the one that is printed and parent sign when they drop off kids.

Something that will facility in this case is our Emergency packs which are already prepared and include a copy of the emergency contact of the students, a first aid kit, water, canned food, toys, radios, batteries, flash light, Kleenex.

Address for relocating kids

Sunshine 2715 E. Del Mar E1 –

Fire: Relocate children in the parking lot of 2715 E. Del Mar at Silver Leaf.

Lockdown: inside our toddler classroom.

Severe weather: inside our toddler classroom.

Sunshine 9902 Crystal Ct 103-105 –

Fire: Relocate children to the parking lot of Mason Lodge: 9901 Crystal Ct. 78045

Lockdown: inside our k3 classroom.

Severe weather: inside our k3 classroom.

1.2 Emergency evacuation and relocation diagram as outlined in 746.5207. See our appendix which include a map with the exits and steps in a draw. Each classroom has this relocation diagram posted.

1.3 Children attendance list

In case of an emergency, any kind, take the printed list place in front office. This list has the singed name of the parent of the kids that attended on the present day.

1.4 Communication

The emergency case carries a walkie talkie radios. Which can be used to communicated, along with teacher's cell phones. Which will be located on the reception locker. This will aloud the director and teacher to contact the local authorities.

Thanks to our alarm system it's easy to send a direct alarm sing to the local authorities too.

1.4.1 Telephone.

Here are some local telephones from Laredo Texas.

In case of an emergency call 911

Doctors Hospital Center
Add. 10700 McPherson Rd
Laredo, TX (956) 523 2000

Fire Department
616 E Del Mar Blvd,
Laredo, TX (956) 718-6000

- Please see attachment for more telephone numbers.

2.0 Venue/Event Description

- A detailed description of any buildings

Our building has two exits on the back, two exist on the left side and one exit in front of the building. The front exit goes to the parking lot, the back exit to the garden which has its own exit to the parking lot and the exits on the side also have access to go to the parking lot.

- The intended use of the buildings or venue

Sun Shine Learning and Enrichment building is intended to be safe and for kids to learn and growth healthy and happy.

- Operating Hours

Monday – Friday: 7:30 am – 5:30 pm

- Description of Activities taking place at the venue/event

7:30 am – 9:00 am Reception
9:00 am – 12:00 am Learning sessions
12:00 am – 12:30 pm Lunch
12:30 pm – 2:30 pm Nap time
3:00 pm – 5:30 pm Enrichment program

3.0 Scope

This plan applies to the **Sunshine Learning and Enrichment center** relating to the following Emergency Event Scenarios;

Potential emergencies in the areas specified, have been identified as follows:

A. General Medical Emergency;

In case of a general medical emergency check kids contact information call parents or number in the card. Let them know about the situation if is important or urgent call 911 or take him or her to its doctor or to doctor's hospital which is the nearest hospital.

B. Critical Medical Emergency;

Call 911 Take him or her to the nears hospital, Doctors hospital 10700 McPherson Rd
Laredo, TX (956) 523 2000

C. Fire or Explosion;

Call 911 and evacuated immediately the perimeters of Sun Shine Learning and Enrichment Center. Take the Emergency luggage and the signed log from the day. Walked kids to Posh Sushi which is in front of the plaza and far from the building.

D. Gas leak;

Call the correspondence Authority to report. Evacuated immediately the perimeters of Sun Shine Learning and Enrichment Center. Take the Emergency luggage and the signed log from the day. Walked kids to Posh Sushi which is in front of the plaza and far from the building.

E. Hazardous Material Spill;

Recognized where is the hazardous material spill and clean all material. Take it to the safe disposal location located on highway 59 in side Solid Waste Management.

F. Bomb Threat;

all local authorities and parents to evacuate the buildings.

3.3 Response Actions

The above-mentioned threats may require one or more of the following responses:

- Evacuation of the area (Fire, Bomb Threat, Hazardous Material Spill, Power Failure)
- Evasive Action (Explosion)
- Containment of Threat (Chemical spill, Gas Leak);
- First Aid Treatment (Medical Emergency)

3.0 Emergency Preparation and Testing

Sun Shine Learning and Enrichment Center has fire drills every 3 months so its personal and kids can be prepared in case of any emergency. We also have Kits already prepared in luggage ready to move and go in case of any emergency.

4.1 Training Requirements

All personnel normally working in any of the areas identified through this plan shall be trained in the following emergency management information:

- The general information contained within this document
- The Key personnel roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Fire Fighting equipment locations
- The written procedures applicable to this building or venue for the emergency evacuation.

All staff will be asked, at the completion of the training, to sign a statement advising that they have read the emergency evacuation procedures, understood the emergency evacuation procedures, had any questions they had answered adequately by the organization/manager/event organizer, and understand their responsibilities and role, in the event of an emergency.

4.2 Exercise Drills

- Exercise drill will comprise of a walk through by the event organizer, every 3 months. Who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

4.3 Maintenance and Testing of Equipment (Delete what is not applicable)

- Maintenance and testing of all Fire Detection Systems, Smoke alarms and heat alarms, Fire Alarm Monitoring systems, Sound systems for emergency purposes and fire blankets to be conducted in accordance with AS 1851 – 2006 and be undertaken by a suitably qualified person **Tania** Galindo at intervals as detailed within AS 1851 – 2006.
- Log books will be kept of all testing and maintenance carried out.
- The Hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged, indicating its last service date.

4.4 Emergency Plan Review

- A review of the Emergency Plan will be undertaken immediately after the event

5.0 General Roles and Responsibilities

The roles and responsibilities of personnel working at the premises/event are listed below;

Director:

2715 E. Del Mar E1 – Laura Arredondo

9902 Crystal Ct 1-3,104, 105 – Mariel Oquendo

Take the emergency kit luggage, the contact log from the day and make sure all perimeters are completely empty.

Teacher: Every teacher is responsible to have all their kids safe and walking out side during the drills or emergency.

5.1 OH&S Emergency Planning Committee

The OH&S Emergency Planning Committee consists of the following personnel;

- Tania Ancira de Galindo, Supervisor
- Laura Arrendo – Director Sunshine Academy 2715 E. Del Mar
- Mariel Oquendo –Director Sunshine Academy 9902 Crystal Ct

The OH&S Emergency Planning Committee will review the Emergency Plan, evaluate response to emergency drills, and will revise the plan as is required.

5.2 Chief Warden or Michel Martinez teacher (Normally Event Organizer)

- As required, evaluate the need for evacuation.
- As required, initiate evacuation.
- Activate security alarm if evacuation is required (if practicable);
- As required, contact Statutory Authorities, for example Fire, Ambulance and Police.

- Account for all staff and patrons/customers in liaison with area wardens and the Emergency Services representative;
- Evaluate, in conjunction with Emergency Services if building is safe prior to any staff or patrons/customers re-entering;
- Document emergency, what happened, what was the outcome.

5.3 All Staff

- Report their presence to Chief Fire Wardens at the assembly area.
- Not to leave the assembly area unless directed by the Chief Fire Warden.
- Carry out tasks as directed by the Chief Fire Warden.
- Contribute to debriefing.

6.0 Emergency Response

The objective of the emergency response procedures is to:

- Decrease the level of risk to life and property
- Control an incident, and minimize its effect
- Provide the basis for training people who may be involved in a workplace emergency.

An Emergency Procedure Flowchart is shown in Appendix 4.

The response expected of staff and management to potential incidents covered by this plan, include the following;

6.1 Evacuation

The Chief Fire Warden will take the following issues into consideration when determining when to evacuate;

- The severity of the incident;
- The likelihood of escalation;
- The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below;

1. Reason for evacuation realized.
2. Appropriate staff assess situation.
3. Notification given to staff and patrons to evacuate to assembly points.
4. Staff to render assistance as required, under direction of event organizer.
5. Emergency Services notified of emergency.
6. Staff to ensure venue is vacated (public areas, toilets, etc.).
7. Await Emergency Services Assessment.

6.2 Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergencies of;

- Fire and Explosion
- Medical Emergency
- Hazardous Material Spill/Leak
- Bomb Threat

Fire and Explosion

Should you discover smoke or fire;

- Assess the situation and the potential for evacuation.
- Remove anyone in the immediate vicinity, if it is safe to do so.
- If trained in the use of fire extinguishers, and if fire or smoke is localized endeavor to extinguish the fire.
- Notify the Chief Warden
- Chief Warden to assess situation and commence evacuation if deemed necessary.
 - Notify all patrons to leave the venue calmly and assemble at evacuation points.
 - Notify stall operators and amusement operators of evacuation
 - Notify emergency services via 911.
- If trained in the use of fire extinguishers, the Chief Fire Warden may endeavor to extinguish the fire, with the assistance of other staff under his or her direction, only if it is deemed safe to do so by the Chief Fire Warden.
- Staff to ensure that all patrons are moved towards the assembly points.
- Wait for Emergency Services to arrive and assess.
- Wait for the “ok” from Emergency Services before re-entering the building.
- If safe to do so, allow the entry of patrons into the venue. If not, ensure no patrons re-enter the building.
- Should any personal belongings of the patrons be within the building, (after the Emergency Services “ok” has been given) re-enter the building and obtain personal belongings.

6.2.1 Location of Fire Extinguishers, Fire Blankets, Hose Reels

Fire Extinguishers;

- Next to reception in front of the building
- In the middle of the hallway

Fire Blankets

- Inside Emergency luggage

(These locations should be shown on the building site plan or Event Site plan and be attached to this document)

6.3 Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, epileptic fit, seizure, burns etc.;

- The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Manager, Event Organizer or Senior First Aid trained personnel.
- Notify Emergency Services on 000 and request an ambulance.
- Apply first aid as trained.
- A staff member to meet the Ambulance outside the venue and take them to the medical emergency.
- At least one staff member is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident.
- Complete an incident/accident report form.

6.5 Hazardous Material Spill/Leak

Hazardous Substances stored on site, or that may come onto site for periods of time, consist of the following;

- Oils
- Gas
- Disinfectant/Sanitizer/Cleaning products
- Fuel (cars and service vehicles)

The procedure to be carried out must be as follows;

- Staff member who finds such a spill or is notified by the public/patron of such a spill is to notify the Manager.
- At the direction of the Manager, evacuate the building, if the nature of the spill warrants such an evacuation.
- Identify the source and amount of any released materials and section off the area such that the public can't gain entry.
- If necessary;
 - Notify FESA
 - Evacuation of part all the building
 - Stop any further spill
 - Turn off electrical equipment/gas within the area of the spill.
 - Soak up material using mop or similar and contain spilled material for disposal to an appropriate landfill facility.
- Manager to complete an incident report.

6.6 Bomb Threat

- Record nature of threat, and as many details as possible about the caller, that may assist the Police in identifying them.
- Evacuate the **building/event** as per the procedures above.
- Call 911 and ask for Police assistance.
- Should the Police request a search of the premises, the Manager only is to search the building.
- Any suspicious packages are to be reported to the Police, and not disturbed.
- When the area is considered safe to enter, and the Police advise it is safe to do so, staff may re-enter the building.

Important issues to remember when dealing with a bomb threat;

- Keep calm.
- Keep the caller on the telephone if possible.
- Let the caller speak and endeavor to record as much detail as possible.

Appendix 1 List of Emergency Control Personnel

(Those staff at the event, i.e. event organizer, stallholders, amusement operators, that will be required to take actions in the case of an Emergency)

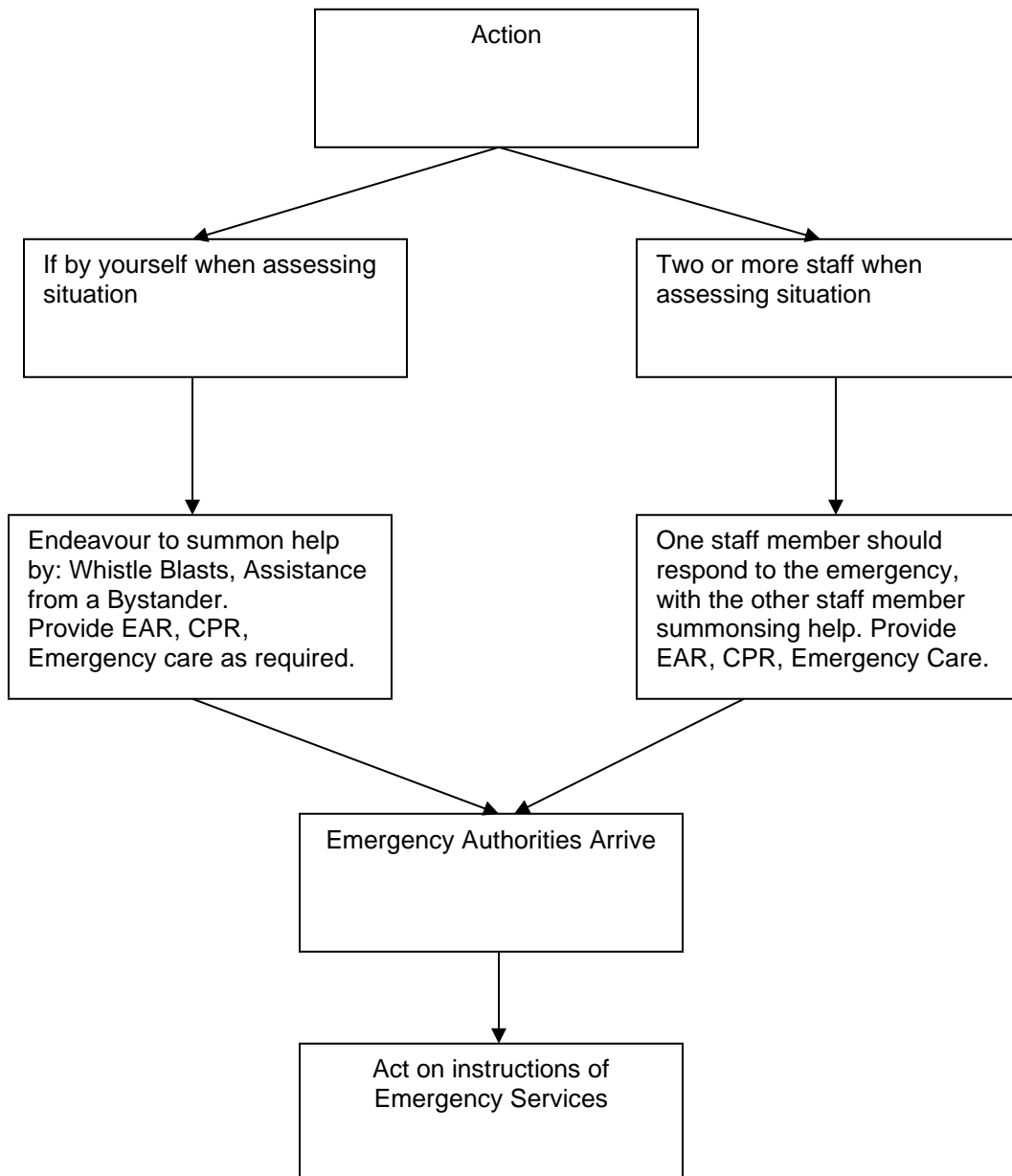
Appendix 2 List of Emergency Contacts

Emergency Services	Phone No.	Emergency Services
Poison Control	800222 1222	Help in case of intoxication
Ambulance/Fire/Police	911	
Local Police	956725 9800	
Doctors Hospital	956523 2000	Hospital
Fire department	956718 6000	

Appendix 3 Floor Plan (Event Site Plan) showing location of Assembly Points

Appendix 4 Emergency Procedure Flowchart

1. Assess the situation/risk.
2. Check for hazards/dangers.



Section: Care of Children During Emergency Evacuation

In the event of an emergency evacuation, Sunshine Academy is committed to providing a safe and supportive environment for all children until they are reunited with their parents or guardians. Our plan includes the following procedures:

1. Designated Safe Area:

- Upon evacuation, all children will be taken to a pre-designated, secure safe area (e.g., a nearby park, open space, or parking lot). This area will be easily accessible and far enough from potential hazards.
- The safe area will have a shaded space and seating, ensuring children are protected from the elements.

2. Supervision and Emotional Support:

- A team of trained staff members will remain with the children at all times, providing continuous supervision. The children will be kept calm and reassured by our staff.
- In case of younger children or those who may feel anxious, staff will engage in calming activities (like reading stories, singing songs, or playing games) until parents arrive.

3. Communication with Parents:

- A dedicated staff member will manage communication with parents, either by phone, text, or pre-established messaging systems (such as an emergency group chat or app).
- We will update parents on the children's safety and estimated pick-up times.

4. Parent Identification and Pick-up Process:

- Parents or authorized guardians will be required to show proper identification before their child is released to them.
- A log will be maintained to document which child has been picked up and by whom, ensuring proper documentation for accountability.

5. Health and Comfort:

- Water and snacks will be available to the children, depending on the situation and duration of the wait.
- First-aid kits will be accessible, and staff will be trained to address any minor injuries or health concerns while waiting for parents.

6. Emergency Contact Information:

- All staff will have access to up-to-date emergency contact information for each child, ensuring that any communication with parents or guardians can be handled swiftly.

By following these procedures, Sunshine Academy ensures that all children will be cared for in a structured, safe, and reassuring manner during an emergency evacuation until their parents arrive.