



# Westlake

# Emergency Action Plan

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Property of YPW Spanish Immersion School. Must remain inside YPW assigned classroom.

## Basic School Information

<b>School Name:</b>	YPW Spanish Immersion School
<b>School Address:</b>	<u>Main Building:</u> 3640 Bee Caves Rd – Austin, TX 78746 <u>STEM Center:</u> 3654 – D Bee Caves Rd – Austin, TX 78746 <u>Kinder Center:</u> 3636 Bee Caves Rd Suite 8 & 9 – Austin, TX 78746
<b>School Phone:</b>	(512) 329 5611
<b>School Main Contact:</b>	Irma Cruz Perez
<b>First Aid Kit Location:</b>	By Emergency Exit Door in each Classroom

## Emergency Contacts

	Contact Name	Phone	Email / Web Site
<b>Fire / Rescue (911):</b>	Fire Chief: Mike Elliott	(512) 539 - 3400	<a href="http://www.westlakefd.org">http://www.westlakefd.org</a>
<b>Police (911):</b>	Police Chief: Scott Gerdes	(512) 327 - 1195	<a href="http://www.westlakehills.org">http://www.westlakehills.org</a>
<b>Hospital:</b>	Dell Children's Hospital	(512) 324 - 0000	<a href="https://www.dellchildrens.net">https://www.dellchildrens.net</a>
<b>Poison Control:</b>		1-800 – 222-1222	<a href="http://poisoncontrol.org">http://poisoncontrol.org</a>

## Evacuation

<b>Evacuating Infants / Toddlers:</b>	Children will be evacuated together using an emergency evacuation crib with wheels.
<b>Notification:</b>	Once all children are safely evacuated: 911 will be called and Parents will be notified of the evacuation
<b>Emergency Kit / Information:</b>	- First aid kits will be taken when possible - Teacher will be taking classroom clipboard containing each student emergency information.
<b>Evacuation Sites:</b>	<u>In-place evacuation:</u> Classroom internal areas without windows (copy workroom, bathrooms, hallways, kitchen area)  <u>On-site evacuation:</u> Kinder, Adv. Pre-K A & B, by Austin pizza outdoor playground fence. Closest to the Kinder center. <u>Infants, Toddlers and Early Preschool A</u> by Austin pizza outdoor playground fence. Closest to the main entrance of Austin Pizza. <u>Early Preschool B, Preschools, PreK, Afterschool, Summer Camp</u> by school fence closest to the school garden.  <u>Off-site evacuation:</u> Shepherd of the Hills Lutheran Church; 3525 Bee Cave Rd, 78746 * Map of school's emergency exits on back of "Fire Emergency", "Medical Emergency" and "Severe Weather" sections.
<b>Transportation to Evacuation Sites:</b>	- Off site: Children will be driven using the school's vehicles.

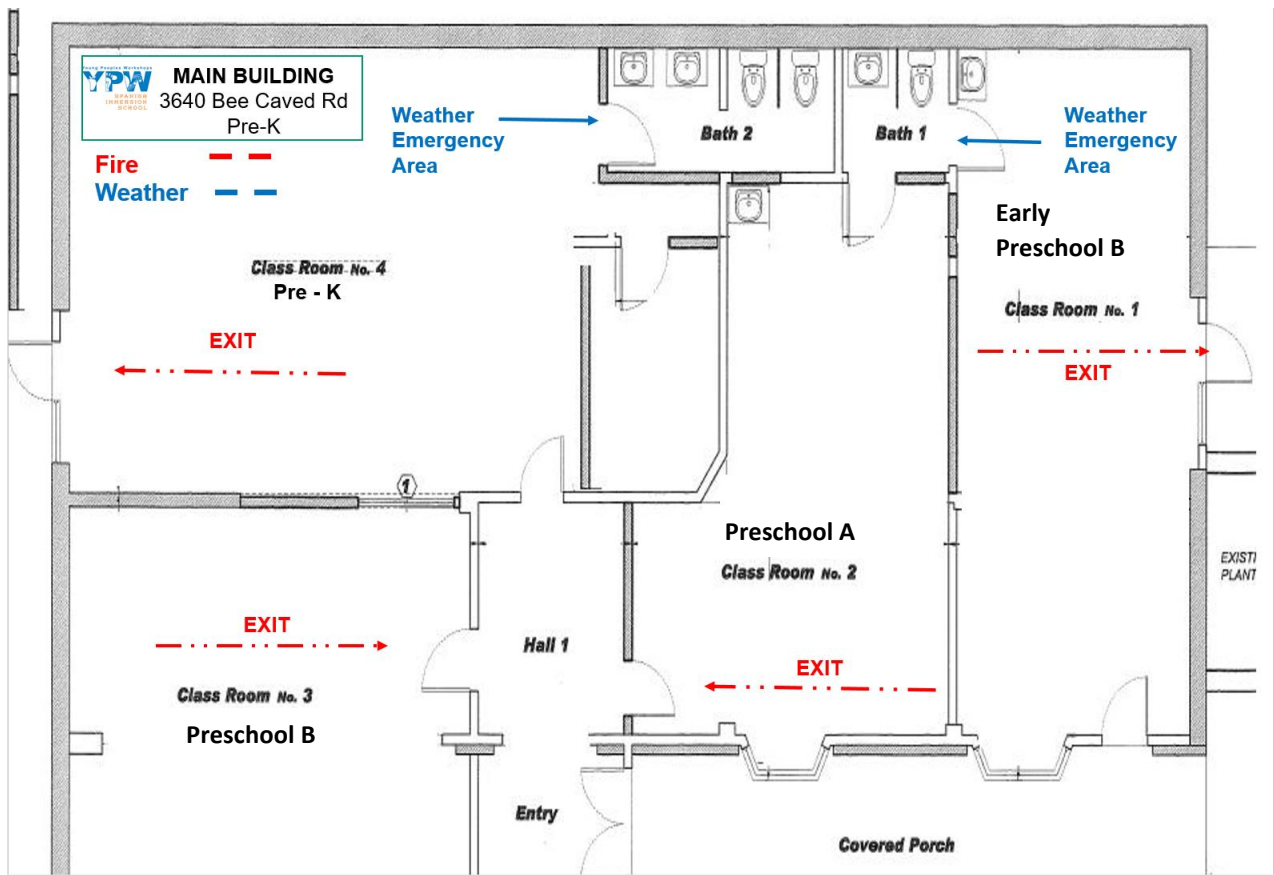
# Basic School Information

## Fire Emergency – Classroom Procedures

1. Evacuate the building immediately (always stay low as smoke and heated gasses collect near the ceiling first).
2. Evacuating Infants and Toddlers: children will be evacuated together using an emergency crib with wheels. The emergency cribs should be placed near of the emergency exits.
3. Make sure you have an accurate head count for all the children as well as the classroom clipboard with all the children's information. Check as you leave the building.
4. Determine the fire exit is clear and calmly escort the children out of the building and to the **Emergency Meeting Area**. Once there get another head count and make face to name recognition.
5. The **Emergency Meeting Area** is the following:  
On-site evacuation: Kinder, Adv. Pre-K A & B by Austin pizza outdoor playground fence. Closest to the Kinder center. Infants, Toddlers and Early Preschool A by Austin pizza outdoor playground fence. Closest to the main entrance of Austin Pizza.  
Early Preschool B, Preschools ,PreK, Afterschool, Summer Camp by school fence closest to the school garden. Collect all the children in a group and wait further guidance.
6. Make certain that all children and staff members are accounted for and safe
7. If a parent comes to collect his/her child during the evacuation or a drill, the parent must follow regular procedures to indicate they are the legal parent/guardian prior to releasing the child.
8. Remain outside until the firefighters arrive and assist members outside of the building Do NOT attempt to reenter the building for any reason until the firefighters deem the area safe.
- Map of school's exits on back of "Fire Emergency", "Medical Emergency" and "Severe Weather" section.

# Fire Emergency

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## **Fire Emergency – Front Office Procedures**

1. Take your cell phone to communicate with corresponding personal and families
  2. Upon hearing the fire alarm, you must clear the building immediately and notify all the other classrooms so they can clear the building
  3. If you smell smoke or see fire, call 911 ASAP. (If false alarm, still clear building)
  4. Do a final check of the entire building; assist with staff in other school areas (classrooms) to make sure that the building is clear of people. Do not search for the origin of the fire.
  5. Remain outside until the firefighters arrive and assist teachers outside of the building. Do NOT attempt to reenter the building for any reason until the firefighters deem the area safe.
  6. Make certain that all children and staff members are accounted for and safe
  7. If a parent comes to collect his/her child during the evacuation or a drill, the parent must follow regular procedures to indicate they are the legal parent/guardian prior to releasing the child.
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- Map of school's exits on back of "Fire Emergency", "Medical Emergency" and "Severe Weather "sections.
  - If the alarm pull station was pulled, show firefighters where the pull stations are located.

# **Fire Emergency**

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Courtyard

Office

Infants A

Courtyard

Toddlers B

Weather  
Emergency  
Area

EXIT

Infants B

Weather  
Emergency  
Area

EXIT

Early Preschool  
A

Weather  
Emergency  
Area

EXIT

Bath 3

Toddlers A

Weather  
Emergency  
Area

EXIT

EXIT

## Hostile Intruder

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911**
- Don't stay in open areas
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the buildings and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains
- Stay away from windows
- Turn all lights and audio equipment off
- Try to stay calm and be as quiet as possible.

# Hostile Intruder

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**Kinder Center**

3636 Bee Caved Rd Suite 8 & 9

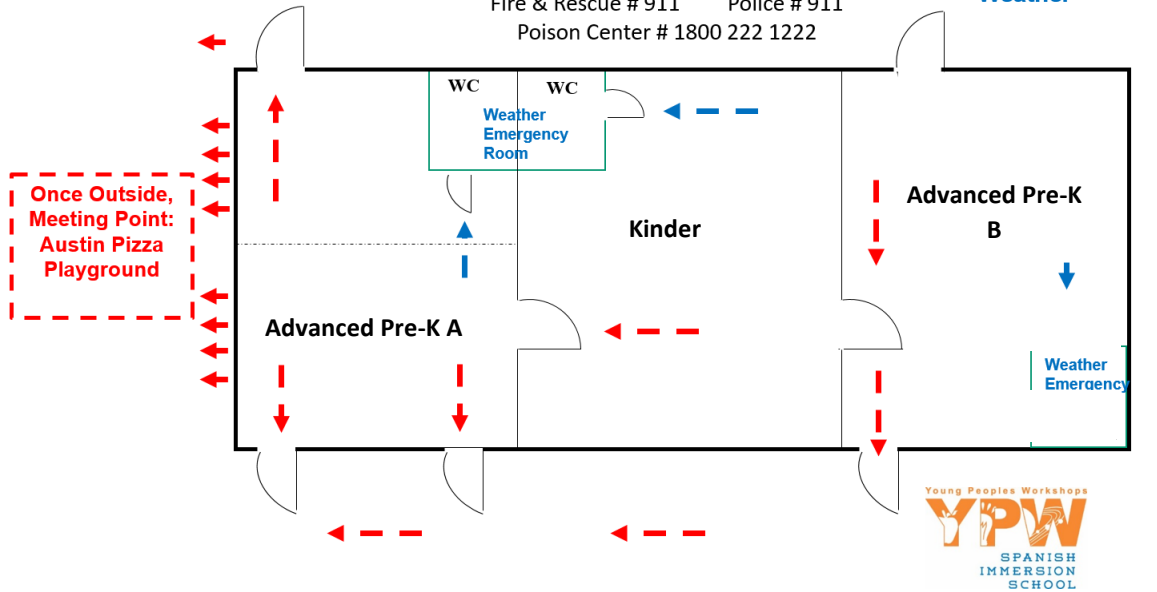
# Fire / Emergency Evacuation Plan

## Emergency Phone Numbers

Fire & Rescue # 911      Police # 911

Poison Center # 1800 222 1222

Fire ---  
Weather ---





## **Power Outage – Front Office Procedures**

1. Secure a flashlight and assist teachers into the lighter area (flashlights are located in each classroom and main office)
2. The school is temporarily closed until the power is restored. Make sure the doors are locked and a staff person is located at the front door area.
3. Call Austin Energy and explain the problem (512) 322-9100
4. Please explain to the power company that we have children in the school as they may respond quicker.
5. Walk through the school to make sure everyone (both teachers and children) is safe and secure in corresponding classrooms.

# **Power Outage**

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**STEM CENTER**  
3654 - D Bee Caved Rd

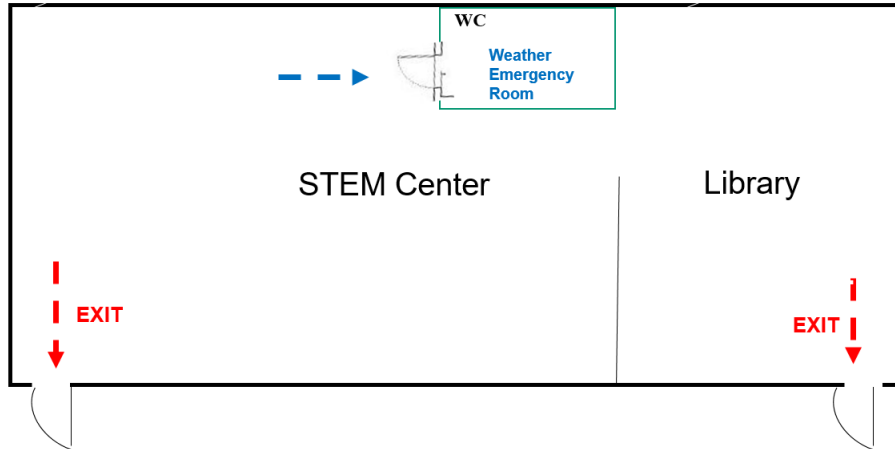
## Fire / Emergency Evacuation Plan

### Emergency Phone Numbers

Fire & Rescue # 911      Police # 911

Poison Center # 1800 222 1222

Fire — —  
Weather — —



## **Power Outage – Classroom Procedures**

The following is to happen anytime the power goes out at the school:

1. Make sure all children are accounted for and remain in corresponding classrooms.
2. Locate the emergency flashlights to provide lighting for the children
3. Check ID when releasing children to the authorized person or parent

# **Power Outage**

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# Telephone Threat Checklist

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

APPROXIMATE AGE: \_\_\_\_\_ ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_

CALLER ID # \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft	<input type="checkbox"/> Fast <input type="checkbox"/> Slow	<input type="checkbox"/> Excellent <input type="checkbox"/> Good
<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep	<input type="checkbox"/> Distinct <input type="checkbox"/> Distorted	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
<input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter <input type="checkbox"/> Nasal	<input type="checkbox"/> Profane <input type="checkbox"/> Foul / Sexual
<input type="checkbox"/> Intoxicated      _____ Other	<input type="checkbox"/> Slurred      _____ Other	<input type="checkbox"/> _____ Other

ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local	<input type="checkbox"/> Calm <input type="checkbox"/> Angry	<input type="checkbox"/> Factory <input type="checkbox"/> Trains
<input type="checkbox"/> Foreign <input type="checkbox"/> Region	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational	<input type="checkbox"/> Machines <input type="checkbox"/> Animals
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent	<input type="checkbox"/> Music <input type="checkbox"/> Quiet
	<input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional	<input type="checkbox"/> Office <input type="checkbox"/> Voices
	<input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Machines <input type="checkbox"/> Airplanes
		<input type="checkbox"/> Street <input type="checkbox"/> Party
		<input type="checkbox"/> Traffic <input type="checkbox"/> Atmosphere

Call supervisor/director and relay information about threat immediately

# Telephone Threat

# Medical Emergency – Front Office Procedures

Upon the report of a medical emergency from any part of the school, take the following steps:

1. Determine the nature of the emergency and call 911. Gather as much medical history from the victim as possible and get accounts from witnesses so you can include that information when you talk to the 911 dispatcher. If the victim is a child, get their medical history out of the file and get account from corresponding teacher(s) so you can include that information when you talk to the 911 dispatcher.
2. Depending on the nature of the emergency, take appropriate first aid steps to ensure safety of the people involved. All teachers are CPR and First Aid certified.
3. Continue to monitor vital signs until EMS arrives
4. Call family member to notify them of the situation.
5. Call your general director – Monica Moreno – to notify her of the situation.
6. When the emergency has passed, have the corresponding teacher or witness fill out a YPW Incident Report and give to your director or supervisor immediately.

**If you need to call EMS, give the dispatcher the following information:**

1. Your name and that you are calling from YPW Spanish Immersion School
2. Phone Number: 512 329 5611
3. Street Address: Main Building: 3640 Bee Caves Rd – Austin, TX 78746  
STEM Classroom: 3654 – D Bee Caves Rd – Austin, TX 78746  
Kinder Center: 3636 Bee Caves Rd Suite 8 & 9 – Austin, TX 78746
4. Nature of emergency – what happened: breathing, shocking, pulse, spinal injury, conscious, bleeding, etc.
5. Victim information: gender and approx. age
6. Wait for dispatcher to hang up. Do not hang up first.

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# Medical Emergency

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# Severe Weather

## CLASSROOM SAFE AREA

Internal areas without windows (copy workroom, bathrooms, hallways, kitchen area)

### DURING A SEVERE WEATHER WATCH:

1. School director will stay informed of developing weather condition using weather radio, weather channer and/or wunderground.com
2. Directors will ensure all classroom teachers are notified of the watch and know where the emergency plan and flashlights are located in each area of the school.
3. Directors will make sure all teachers stay informed and will alert them when conditions change (watch is lifted or warning is issued)

### DURING A SEVERE WEATHER WARNING:

1. School director should clear the playground and field areas
2. School director should announce to all teachers and staff: **“Attention YPW teachers and staff. We are now under a tornado warning. We have temporally closed the school, playgrounds and fields. If there is a sighting close to the school, you will be asked to move the students as quickly and calmly as possible to the classroom safe area.”**

### TORNADO SIGHTING:

1. If there is a tornado sighted within 10 miles of the school, the teachers and students must be cleared to their designated safe areas. Keep calm, bring emergency flash lights, and keep children together with their corresponding classes.
2. Director should announce to all personnel: **“Attention YPW teachers and staff. At this time, we ask that everyone move to their corresponding safe areas. You will be informed of the situation. Thank You.”**
3. Director and office staff – make final check of the building
4. Keep everyone informed. Monitor weather via Smartphone app or laptop.
5. Everyone (including staff and director) should stay seated with backs to the walls in the designated safe areas until all clear sign is given (according to weather officials)

# Severe Weather

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# School Lockdown

## WHEN THE SCHOOL SHOULD GO INTO LOCKDOWN?

Every time there is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building.

### LOCKDOWN WITH WARNING: THE THREAT IS OUTSIDE THE SCHOOL BUILDING:

1. School director orders and announces, "lockdown with warning." Be direct. DO NOT USE CODES. This announcement should be repeated several times.  
**Important:**
  - a. Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
  - b. Teachers must be able to hear the lockdown announcement.
  - c. An alternate lockdown location must be identified. It can be indoors or outdoors (if students can be safely hidden).
2. Lock exterior doors. If a door can't be locked, attempt to quickly block the door with heavy items.
3. Clear hallways, restrooms, and other rooms that cannot be secured.
4. Secure and cover classroom windows.
5. Move all persons away from the windows.
6. Take attendance of students in each classroom.
  - a. Teachers should prepare a list of missing and extra students in the room.
  - b. Teachers should take this list with them once they are directed to leave the classroom.
7. Control all movement but continue classes. Disable bells. Move on announcement only.
8. Once the threat has subsided, the school director announces, "all clear."

### LOCKDOWN WITH INTRUDER: THE THREAT IS INSIDE THE SCHOOL BUILDING:

1. School Director orders and announces, "lockdown with intruder." Be direct. DO NOT USE CODES. This announcement should be repeated several times.
2. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
3. Classes that are outside of the building SHOULD NOT enter the building.
4. Move outside classes to the primary evacuation site.
5. Lock classroom doors. If a door can't be locked, attempt to quickly block the door with heavy items.
6. DO NOT lock exterior doors.
7. Move people away from the windows and doors. Keep all students sitting on the floor and turn off the lights.
8. Take attendance of students in each classroom.
9. Teachers should prepare a list of missing and extra students in the room.
10. Teachers should prepare to take this list with them once they are directed to leave the classroom.
11. DO NOT respond to anyone at the door until "all clear" is announced.
12. Keep out of sight. Silence televisions, cell phones and other electronics.
13. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
14. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
15. When the threat is over/the intruder has left the building, the school director announces, "all clear."

**NOTE** Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

### SUGGESTED LOCKDOWN PRIOR TO SCHOOL STARTING PROCEDURES

- Staff and teachers gather all students in the hallways into their classrooms or other rooms and report attendance.
  - Administration and custodial staff check the hallways and exterior of the building.
  - Administration posts an individual at the drop-off location, alerting parents and children.
  - Staff takes attendance of students in their room.
- At "all clear," students and teachers report to their classroom to take attendance

# School Lockdown

# Administrative Lockdown Procedure

## WHEN THE SCHOOL SHOULD GO INTO LOCKDOWN?

Every time there is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building.

Once the building has been safely lockdown (secured).

- Director should contact the General Director and inform them of the situation
- Assistant Director should generate informative email to parents to notify them of Lockdown

Subject: Attention please read: Incident at Spicewood Springs Road

Dear Parents,

This morning there was an officer-involved shooting at the corner of Spicewood Springs Road and Mesa Drive.

YPW went into a lockdown out of caution. All Students, Staff and faculty are safe inside, all doors are locked.

We are in communication with the Austin Police department, and we will wait for them to assure us that we can lift the lockdown. They also informed us that there will be street closures while they conduct the investigation.

We are monitoring and keeping in contact with the Police department. We will keep you informed, in the meantime the curriculum activities continue in the classrooms.

As always, the safety of our children is our priority, we will keep our doors lock until notice.  
Children schedule will continue as regular.

Thank you,

- Stay in contact with officials, Police Department, for updates. APD – via Twitter
- Once the officials, Police or Fire Department have lifted the lockdown and given the “**All Clear**” - we may then lift the lockdown & proceed with our normal day activities.
- A second follow up email should be sent to parents

**Subject:** Follow up with incident on Spicewood Springs Road

Dear Parents,

We have received the All Clear from the Austin Police department. We are all safe and will continue with our day as we normally due. Thank you for your patience and we will see you all this afternoon for pick up.

Best,

Addressing parent incoming phone calls

- It is important to speak to parents in a calm but clear manner
  - explain to parents that an incident occurred, that proper lockdown procedures were followed
  - we have been in contact with the local authorities and that we will remain in lockdown until the local authorities give the “**All Clear**”
  - the most important information to pass on to parents, is that the kids are safe and & they continued the day with their normal day activities.

Throughout the incident, remember to keep the General Director updated

**NOTE** Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

# Admin Lockdown Procedure