

## MCC Child Development Center Emergency Procedures

MCC Child Development Center is committed to uphold the highest standards of health and safety practices for every child in attendance. Staff train and practice a variety of safety drills regularly. These evacuation drills consist of *fire* and *flood* evacuation, *lockdown*, and *tornado* drills.

There are three (3) evacuation locations designated for the meeting locations in the event that the facility must be evacuated. The first evacuation location is the Child Development Center parking lot. This is referred to as “*evacuation location #1*”. The second location is the “Emergency Service Education Center”. This is considered “*evacuation location #2*”. The third location, *evacuation location #3*, is the “Safe room” located in **D108**. The first location is an immediate evacuation area and the second location is an alternate location located a distance away. These locations serve as a meeting place in the event that the facility occupants need to relocate to a safe area in the event of an emergency. The Emergency Service Education Center is located off campus at 7601 Steinbeck Bend Rd. This location contains emergency supplies as well as restrooms and drinking water. The third evacuation location is used in the event of a tornado warning.

Evacuation location #1 will be used in the event of a building evacuation such as fire. Evacuation location #2 will be the designated meeting area in an emergency event where the building/campus requires evacuation. Such event may include flooding. Evacuation number 3 will be used in the event of a tornado warning.

Emergency evacuation drills are practiced with staff and children on a monthly basis. Fire, lockdown, tornado, and evacuation are the 4 types of evacuations the center may conduct. When visiting the Child Development Center during a drill or evacuation, please follow all instructions and procedures.

**Fire Drill/Evacuation:** Is used in the event of a fire drill or evacuation, all center occupants must exit the nearest exit to the designated meeting location. Each room within the Child Development Center has a posted evacuation plan. This plan is a reference map as to where you are currently located within the building and where you may need to exit to safety.

**Tornado Evacuation:** Is used in the event of a tornado drill or warning. The “Safe Room” designated location for the occupants of the Child Development Center is in D108. All staff and children will relocate to this room should there be a tornado drill or warning.

**Lockdown:** Is used in the event that the physical area has been affected by a danger in the vicinity, on MCC campus, or within the neighborhood. During this event, all staff will instruct all children to remain within their classrooms. The classroom will be secured and its members will remain there until the all clear notice is announced.

**Evacuation:** Is used in the event that the facility must be evacuated due to flood or other potential dangers. Transportation of children and staff are prearranged to execute evacuation quickly and safely. Staff will evacuate the children out to the parking lot. The children will board the buses and be relocated to the Emergency Service Education Center. Parents will be called and given instructions on when and where to pick-up their children.

Prearrangements have been made to relocate children from the CDC to ESEC. MCC coaches with CDLs will drive the busses to the CDC to transport the children. Contact information for evacuation is as follows:

#### Plan "A"

1. Call Shawn Trochim (Athletics Director) cell 254-717-8776 office 254-299-8811  
Ms. Trochim will dispatch drivers when called. When she is not available by phone, each coach will be called.
2. Ricky Rhodes (Coach) cell 254-498-6320 office 254-299-8546
3. Pete Mejia (Coach) cell 254-722-3475 office 254-299-8847
4. Kevin Gill (Coach) cell 254-723-0481 office 254-299-8550

#### Plan "B"

1. Call Dianne Feyerherm (Physical Plant) cell 254-722-1784 office 254-299-8843
2. Call Sid Ross (Physical Plant) cell 254-715-4346 office 254-299-8849  
Ms. Feyerherm and Mr. Ross will be called in the event that the Athletic Department contacts cannot be reached. They will assist in evacuation during Plan "B".

Emergency Service Education Center contact information is as follows:

Tamara Ballmann cell 254-722-1749 office 254-299-6501  
Carol Pruitt cell 254-715-2100 office 254-299-6502

**Lab School Emergency:** In the event that there is an emergency within the Lab School/Child Development Center, such as an illness, injury, or intrusion, call campus police at extension 8911,

or 299-8911. Stay on the line and follow their instructions while awaiting their help. Detailed information can be found in the MCC Personnel Directory on the first page.

Please be advised that there is a 1<sup>st</sup> aid kit located in every classroom located on the teacher's shelf. All 1<sup>st</sup> aid kits are visibly marked. First aid kits are also located in the "Resource Room 2", "Toddler Playground", and "Sick Room".

The Child Development Center has an A.E.D. machine located just outside the double doors in the hallway located on the left hand side of the hallway wall, just after the Infant/Toddler Playground doors. The child-size pads for the A.E.D. machine are located in the "Sick Room".

In all cases staff will abide by the instructions given by the emergency response team or coordinator.

## Individual Emergency Duties and Responsibility of Child Development Staff:

### **Kitchen staff:**

- Evacuation: Turn off all appliances and report to the "Infant" room to assist in evacuation procedure.
- Lockdown: Secure and seal kitchen hallway doors and vents.
- Tornado: Report to the "Infant" room and assist with relocating the Infants to the "Safe Room" D108

### **Resource Aide:**

- Evacuation: Report to "Younger Toddler" room and assist with evacuation procedures.
- Lockdown: Secure and seal "Resource Room #2" doors and vents.
- Tornado: Report to "Younger Toddler" room and assist in relocating the children to the "Safe Room" D108

### **Floater:**

- Evacuation: Report to "Playground" to ensure that all children have been evacuated from the playground.
- Lockdown: Report to "Playground" to ensure that all children have been evacuated to their assigned classrooms. Then report to the center director for further instructions.
- Tornado: Report to "Playground" to ensure that all children have been evacuated from the playground.

### **Office Admin Assistant:**

- Evacuation: Check daily attendance count. Take facility keys, cell phone and emergency card box with you to sweep observation and restroom areas to ensure that everyone has exited the building safely. Report to the evacuation meeting area and account for all staff and children.
- Lockdown: Secure and seal Child Development center front entrance doors and vents. Check each classroom to ensure that all staff and children are accounted for. Then report to director for further instructions.
- Tornado: Check daily attendance count. Take facility keys, cell phone and emergency card box with you to sweep observation and restroom areas to ensure that everyone has exited the areas safely, report to the "Safe Room" upon completion.

**Teaching Staff:**

- Evacuation: Stop what you are doing, gather your attendance book and keys, then guide and assist all children to exit the building via the nearest exit. If your class is on the playground during evacuation, report to the designated meeting place.
- Lockdown: When you are outside on the playground or on a walk during a Shelter-In-Place, guide and assist your children to return to the classroom as quickly as possible. Children may continue quiet activity within the classroom. Teaching staff must account for all children.
- Tornado: All staff must guide and assist all children and visiting members to the "Safe Room" located in **D108**. Remain there keeping the children entertained until the all clear signal is given.

**Facility Director:**

Check daily attendance count. Make contact with the department emergency coordinator for specific instructions. Ensure that all staff and children are accounted for. Give orders as to the next steps within the emergency plan.

(Director, Administration Assistant, Floater, and Resource Aide:

Call parents to instruct them when and where to pick up children.

## **Definitions:**

### ***Tornado Watch***

Tornadoes are expected to develop along an unstable weather front. This alert is issued after the Weather Bureau has investigated temperature, barometric pressures, and air movement over a large area and determines that conditions are such that tornadoes are likely.

### ***Tornado Warning***

This alert means that a tornado has been sighted and poses a definite threat to a given area.

*(MCC POLICIES AND PROCEDURES: Emergency Response Plan Reference: E-XXVIII-b)*

### **Lockdown**

In accordance with the Crisis Management Plan, a lockdown may be implemented when a situation occurs that may be hazardous to health or is life threatening to faculty, staff, or visitors to the MCC Campus. It is intended to limit access and hazards by controlling the situation to increase safety and reduce possible victimization. A lockdown may be called for a variety of reasons including but not limited to weapons, intruders, police activity in or around the college, contamination or hazardous material, or a terrorist event. A lockdown will be called for the area or buildings where the event is taking place or it will be called for the whole campus. The area or buildings on campus where a hazardous or life threatening event is occurring will have restricted access until the "All Clear" is given or individuals are directed by emergency personnel or staff to evacuate the area. A lockdown will be called by the President or his designee, or the MCC Police Department.

*(MCC LOCKDOWN PROCEDURES Policies and Procedures: E-XXVIII-e)*

### **Evacuation**

Evacuation is used in the event that the building requires evacuation for reasons such as fire, flood, or other situations that requires vacating the facility due to health or safety risk.

## EMERGENCY NUMBERS

Fire ..... 911  
Police ..... 911  
Ambulance ..... 911  
**Campus Security/Police..... 8911**  
Poison Control Center ..... 1-800-222-1222  
Fire Inspector ..... 750-5440  
Child Abuse/Child Care Licensing Hot Line ..... 1-800-252-5400  
DFPS - Child Care Licensing ..... 254-501-4225  
405 E. Elm, Killeen, Texas 76542  
MCC Child Development Center ..... 299-8720  
4601 N. 19<sup>th</sup> St., Waco, Texas 76708 or 299-8710  
Center Cell ..... 717-8932

### Evacuation Drivers contact information:

Call Shawn Trochim (Athletics Director)	cell 254-717-8776	office 254-299-8811
Ricky Rhodes (Coach)	cell 254-498-6320	office 254-299-8546
Pete Mejia (Coach)	cell 254-722-3475	office 254-299-8847
Kevin Gill (Coach)	cell 254-723-0481	office 254-299-8550
Call Dianne Feyerherm (Physical Plant)	cell 254-254-____	office 254-299-8843
Call Sid Ross (Physical Plant)	cell 254-	office 254-299-8849

### Emergency Service Education Center contact information is as follows:

Tamara Ballmann	office 254-299-6501
Carol Pruitt	office 254-299-6502

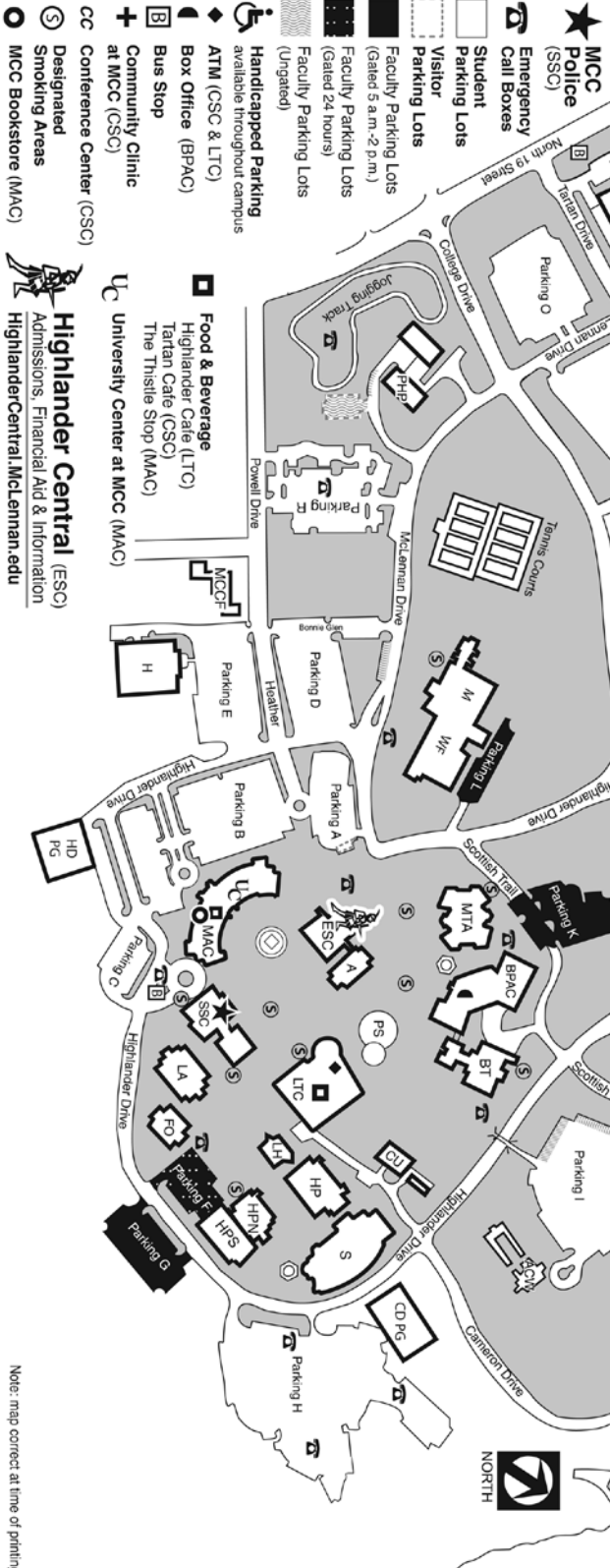


1400 College Drive • Waco, Texas 76798-8000  
www.mclennan.edu

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|---|--|--|
| <b>A</b> Administration                   | <b>CSC</b> Community Services Center         | <b>LTC</b> Learning Technology Center              |
| <b>ACW</b> Art Center Waco                | <b>CU</b> Central Utilities                  | <b>M</b> Mathematics                               |
| <b>BF</b> Baseball Field                  | <b>ESC</b> Enrollment Services Center        | <b>MAC</b> Michaelis Academic Center               |
| <b>BPAC</b> Ball Performing Arts Center   | <b>FH</b> Field House                        | <b>MCCF</b> MCC Foundation                         |
| <b>BR</b> Boat Ramp                       | <b>FO</b> Faculty Office                     | <b>MTA</b> Music & Theatre Arts                    |
| <b>BRB</b> Bosque River Ballpark          | <b>H</b> The Highlands Gym                   | <b>NH</b> Northwood House                          |
| <b>BRS</b> Bosque River Stage             | <b>HD PG</b> Highlander Drive Parking Garage | <b>PHP</b> Physical Plant                          |
| <b>BT</b> Business & Technology           | <b>HP</b> Health Professions                 | <b>PS</b> Plaza & Stage                            |
| <b>CD PG</b> Cameron Drive Parking Garage | <b>HPN</b> Health Professions Nursing        | <b>S</b> Science                                   |
|   | <b>HPS</b> Health Professions Simulation     | <b>SBF</b> Softball Field                          |
|   | <b>IF</b> Intramural Fields                  | <b>SSC</b> Student Services Center & Campus Police |
|   | <b>LA</b> Liberal Arts                       | <b>WF</b> Wellness & Fitness                       |
|   | <b>LH</b> Lecture Hall                       |  |

#### Off-Site Facilities

- ESEC** Emergency Services Education Center  
7601 Steinbeck Bend Road (Waco)
- HR** Highlander Ranch  
223A Cobbs Lane (Bosqueville)



- MCC Police (SSC)**
- Emergency Call Boxes**
- Student Parking Lots**
- Visitor Parking Lots**
- Faculty Parking Lots (Gated 5 a.m.-2 p.m.)**
- Faculty Parking Lots (Gated 24 hours)**
- Faculty Parking Lots (Ungated)**
- Handicapped Parking available throughout campus**
- ATM (CSC & LTC)**
- Box Office (BPAC)**
- Bus Stop**
- Community Clinic at MCC (CSC)**
- Conference Center (CSC)**
- Designated Smoking Areas**
- MCC Bookstore (MAC)**

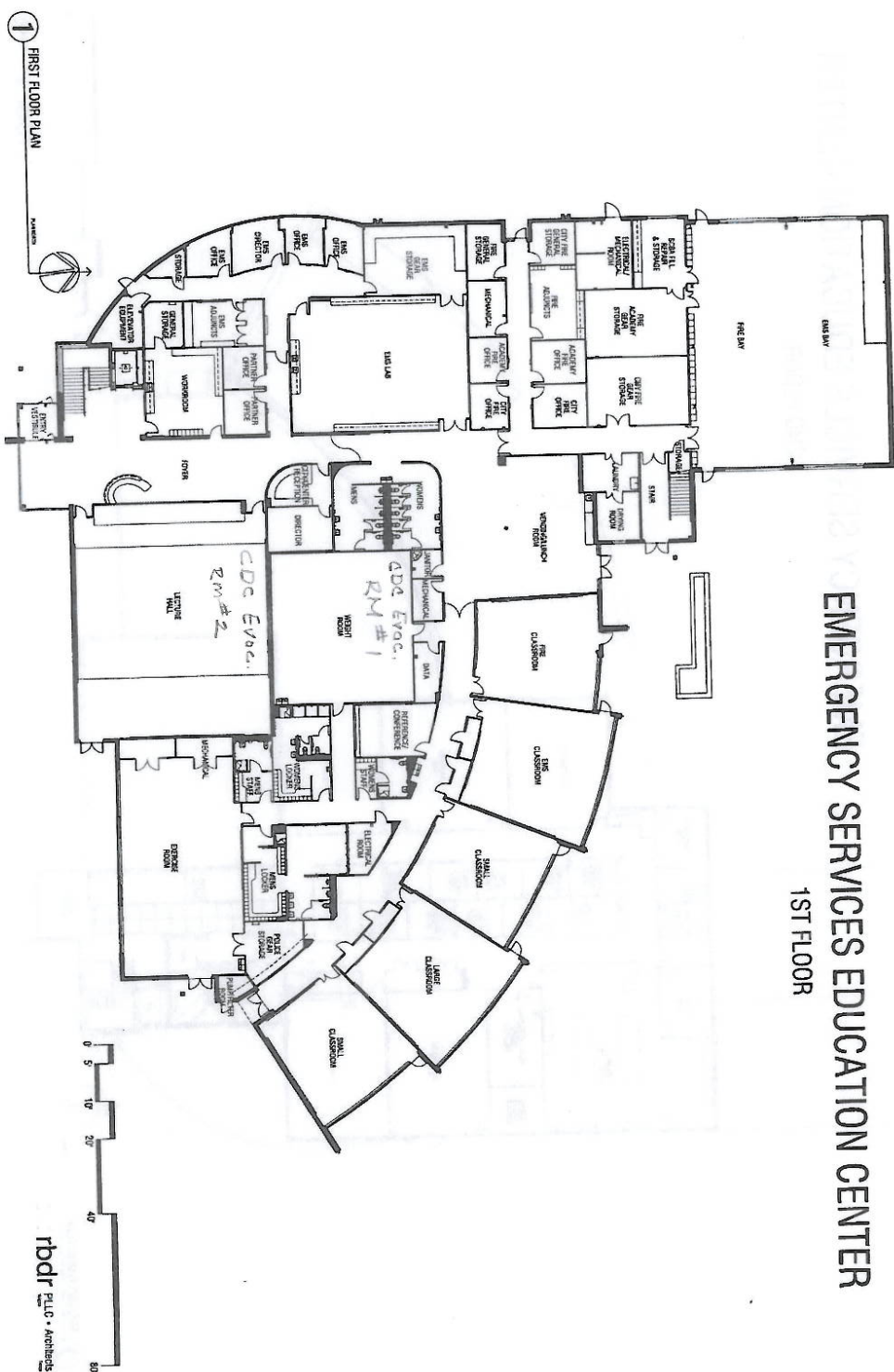
- Food & Beverage Highlander Cafe (LTC)**
- Tartan Cafe (CSC)**
- The Thistle Stop (MAC)**
- University Center at MCC (MMC)**

**Highlander Central (ESC)**  
Admissions, Financial Aid & Information  
HighlanderCentral.McLennan.edu

Note: map correct at time of printing

CDC evac. Site # 2

EMERGENCY SERVICES EDUCATION CENTER  
1ST FLOOR





**Emergency Services  
Education Center**  
7601 Steinbeck Bend Rd.

Driving Directions from MCC:  
Southwest on College Drive 4 miles  
Right on North 19th 1.2 miles  
Left on Steinbeck Bend .9 miles

