

McLennan Community College Child Development Center & Lab School

Emergency Operations Plan (EOP)

1. Purpose

The purpose of this Emergency Operations Plan (EOP) is to establish clear procedures, roles, and responsibilities to ensure the safety, security, and well-being of children, staff, students, and visitors during emergency situations.

This plan supports compliance with:

- Texas Child Care Licensing (CCR)
- NAEYC Accreditation Standards
- McLennan Community College Emergency Management Policies
- State and local emergency regulations

2. Scope

This plan applies to all employees, student workers, volunteers, contractors, and visitors while on Center premises or participating in Center-sponsored activities.

All personnel are required to be familiar with this plan, participate in required training and drills, and follow all emergency directives.

3. Incident Command Structure

During emergencies, a clear chain of command ensures coordinated and effective response.

Incident Lead

Facility Director

Responsibilities:

- Serves as primary decision-maker
- Coordinates with MCC Police and emergency agencies
- Authorizes evacuations, lockdowns, shelter-in-place procedures, and closures
- Ensures accountability of all children and staff
- Oversees reunification and recovery efforts

Alternate Incident Lead

Administrative Designee

Assumes command if the Director is unavailable.

Emergency Response Team

Includes:

- Administrative staff
- Lead teachers
- Designated safety personnel
- MCC emergency contacts

4. Communication Protocols

Internal Communication

During emergencies, staff will receive instructions through:

- In-person directives
- Phone and text communication
- MCC emergency alert systems
- Two-way radios (if available)

Staff must acknowledge and follow all official communications.

External Communication

All communication with families, media, and external agencies is managed by Center administration and MCC officials.

Staff may not release information independently.

In emergencies involving illness, injury, or intrusion, staff must immediately contact Campus Police at extension **8911**.

5. Emergency Response Procedures

5.1 Fire & Building Evacuation

Triggers:

- Fire alarms
- Smoke or fire detection
- Structural danger

Actions:

1. Initiate evacuation procedures.
2. Escort children to Location #1 (CDC Parking Lot).
3. Bring attendance rosters and emergency bags.
4. Conduct name-to-face counts.
5. Contact emergency services as directed.
6. Await official clearance.

5.2 Lockdown

Triggers:

- Active threat
- Police activity
- Unsafe individuals

Actions:

1. Lock and secure classrooms.
2. Turn off lights and close blinds.
3. Move children away from doors and windows.
4. Maintain quiet supervision.
5. Await official all-clear.

5.3 Severe Weather / Shelter-in-Place

Triggers:

- Tornado warnings
- Severe storm alerts
- Hazardous material incidents

Actions:

1. Escort children to Safe Room D102 or designated shelter.
2. Bring attendance rosters and emergency supplies.
3. Maintain protective positioning.
4. Provide emotional reassurance.
5. Remain until cleared.

5.4 Medical Emergencies

Triggers:

- Serious injury
- Unconsciousness
- Breathing difficulty
- Allergic reactions

Actions:

1. Call 911 immediately.
2. Notify the Director.
3. Provide first aid, CPR, or AED support if trained.
4. Retrieve emergency medical supplies.
5. Contact parents or guardians.
6. Complete incident documentation.

5.5 Extended Evacuation & Relocation

Triggers:

- Flooding
- Utility failure
- Structural damage
- Environmental hazards

Actions:

1. Activate transportation plan.
2. Escort children to parking lot staging area.
3. Board buses for relocation.
4. Relocate to ESEC or alternate site.
5. Maintain supervision and accountability.
6. Notify families.
7. Implement reunification procedures.

6. Accountability & Child Tracking

To ensure all children are accounted for:

- Attendance rosters are carried during evacuations
- Name-to-face counts are conducted at every transition
- Administrative logs are maintained

- Missing children are reported immediately to emergency officials

7. Emergency Supplies & Equipment

The Center maintains the following emergency resources:

- Classroom emergency “go bags”
- First aid kits in every classroom (teacher shelf)
- Additional kits in Resource Room 2, Toddler Playground, and Sick Room
- AED located in main hallway near Infant/Toddler Playground doors
- Child-size AED pads in the Sick Room
- Medication storage and emergency contact files

Supplies are inspected and updated quarterly.

8. Reunification Procedures

Following major emergencies:

1. Establish designated reunification site.
2. Verify authorized individuals using emergency cards and photo ID.
3. Document all child releases.
4. Provide guidance and support to families.

No child may be released without proper authorization.

9. Training & Drills

All staff must participate in:

- Annual emergency response training
- Monthly fire drills
- Quarterly lockdown and shelter-in-place drills
- Safety orientation for new employees

Documentation is maintained in compliance with licensing and MCC requirements.

10. Special Populations & Individual Needs

Emergency planning includes accommodations for:

- Infants and toddlers
- Children with disabilities
- Children with chronic medical conditions

- Non-ambulatory children

Individual Emergency Care Plans are maintained and reviewed as needed.

11. Continuity of Operations

Following major incidents:

- Facilities are inspected and assessed
- Staffing plans are adjusted
- Temporary relocation is arranged if needed
- Program resumption is coordinated with MCC administration

12. Recovery & Post-Incident Support

After emergencies, the Center will:

- Provide emotional and behavioral support to children
- Offer staff counseling resources
- Conduct debriefing meetings
- Review and revise procedures as needed

13. Documentation & Review

All emergency responses, drills, and incidents are documented.

This EOP is reviewed:

- Annually
- After major incidents
- When regulations change

Revisions are approved by MCC administration.

14. Compliance & Enforcement

All staff are required to comply with this Emergency Operations Plan. Failure to follow established procedures may result in corrective action, disciplinary measures, and regulatory consequences.

Compliance with this plan is mandatory.

