

CHRIST EPISCOPAL SCHOOL NACOGDOCHES

EMERGENCY CLOSINGS AND PROCEDURES

Emergency Closing of School

CES will follow the decisions made by the Nacogdoches ISD on all closings, late openings, and early closings due to inclement weather conditions, unless otherwise advised. Do not assume schools are closed or dismissed early unless a specific notification is made to that effect. In case of early dismissal because of hazardous weather, each family is personally notified by phone to confirm that an early dismissal decision has been made.

When Nacogdoches ISD closes school of an extended period of time, CES will re-evaluate our decision to open or to remain closed and post our status on our web site or local media.

If CES is closed, all scheduled field trips are cancelled. When Nacogdoches ISD schools are closed for a holiday when CES is not, and weather conditions on that day warrant closing, check CES's website. CES will also have an announcement on local news media.

School Emergency Procedures

The faculty and staff of CES Episcopal Day School are instructed in procedures for these emergency situations

- Code Red (complete lockdown)
- Code Blue (all classes are restricted to indoor activity)
- Fire
- Evacuation
- Tornado or other severe weather related emergency
- Bomb Threat
- Medical Emergency
- Utility failure
- Hazardous Material Spill

Emergency Accommodations

It is possible that in the case of a serious emergency students will not be able to leave either campus and will not be able to travel home safely. If this is the case the school will provide a safe and secure shelter.

We have water and food supplies, duct tape and plastic sheeting on hand. We will be able to supply water for a few days and we keep emergency cereal bars and snacks on hand if we must remain on campus overnight.

Depending on the emergency situation it might be safer for students to remain on campus rather than travel outdoors. Parents will need to listen to emergency broadcasts and follow instructions.

Who's in Charge?

The person designated to decide whether the school is closed is Linda Bass, Head of School.

Plans for Communication

In the case of an emergency at school, a member of the Emergency Response team will try to reach families. Sandi Hopson will first try to contact all families by e-mail or by phone. We will also use radio station to broadcast up to date information.

It is imperative that families give us accurate e-mail addresses, day-time phone numbers and cell phone numbers and keep us up to date with any changes. In some cases, it is important for families to designate both a local emergency contact and an out-of-town emergency contact.

Evacuation Procedures

As required by State law, the Fire Marshall inspects buildings annually. Periodically, emergency drills are held. Children are instructed in the proper procedures to use in case of any type of emergency. The guidelines used are those recently established by FEMA. The emergency procedures that may be used are: shelter in place, shelter central, building evacuation and site evacuation. Maps and routes to follow and safe areas to be used in any area of the school, including the portable building, are posted in each area of the school for that area.

What Parents Can Do

- Update your phone numbers and e-mail addresses with the office and your child's classroom teacher as soon as they change.
- Return emergency information requests promptly.
- Notify your local and out of town emergency contacts of your family's emergency plan.
- Inform yourself of the suggested preparedness.
- If your child has dietary restrictions, please consider bringing in a zip lock bag(s) with non-perishable foods. Label the bag with your child's name and present it to the classroom teacher.
- If your child has medicine which can be made available in case of emergency, please label a zip lock bag and give it and directions for administration to _____.