

Emergency Preparedness Plan

The emergency management plan will go into effect in response to situations that require us to evacuate the school or the campus, or to shelter in place. Examples of such situations include fire, severe weather, toxic spills, or acts of war.

Types of Evacuation

School Evacuation

Monthly fire drills practice one form of school evacuation. Students exit the building and go to their designated gathering spots in each playground.

Campus/Area Evacuation

If necessary, students would evacuate to McNeil Elementary, located across the street from the school.

H.F. McNeill Elementary School 7300 S. Mason Rd. Richmond Tx.
Main Office (832) 223-2800
Fax: (832) 223-2801

Shelter in-Place

Students and teachers will shelter in place in the event of a tornado, nearby chemical spill, or other events that require us to seek shelter indoors.

In the event of a chemical spill or other airborne hazard, the ventilation system carrying outside air will be shut down.

While sheltering in place, the school will be open as long as students need to be here. The school has stores of bottled water and food for such a situation.

In the event that a shelter-in-place is declared, we strongly discourage parents from coming to the school until instructed to do so.

Communication during an Emergency

The school will communicate with parents via e-mail through our Child Care Management system. It is very important to alert the front office of any changes in your e-mail address.

How parents can communicate with the school

Depending on the circumstances, communications may be limited: In the event that the phone lines remain open, they may be tied up if there are multiple calls that come in at the same time.

Our first priority in the event of an emergency is to ensure that children and school staff are safe. Our second priority is to contact parents and to keep you informed.

The school would contact the Sheriff's Department in the event of an emergency and follows their instructions.

CONTACT NUMBERS:

- SHERIFF'S OFFICE: 281-342-6116
- SCHOOL BUSINESS MANAGER: 281-468-0160
- SCHOOL DIRECTOR: 713-875-3347

Sign up for school alerts at: www.school-alerts.com