

Tomball Classes for Homeschoolers – Emergency Procedures

I. INCLEMENT WEATHER PROCEDURES

- A. In the event of inclement weather and /or hazardous road conditions, TCH may:
 - Begin the TCH class day at a later time
 - End classes early
 - Cancel the entire day
- B. Announcements will be posted by 7:15 am via e-mail to all families.
- C. Decision to close a TCH class day will be based on Tomball ISD. If Tomball ISD closes, TCH will be closed. Watch the local news or tune into local radio stations for announcements for Tomball ISD school closings or delays and check your e-mail.

II. FIRE DRILLS

- A. TCH will coordinate safety drills at Tomball Bible Church at least once per semester or in accordance with church policy.
- B. Teachers will know where fire extinguishers are located in Tomball Bible Church.
- C. Teachers will be notified if a fire threat occurs.
- D. Teacher will calmly and quietly lead all students to the nearest exit and proceed to pre-determined safe locations outside the building. Class rosters will be provided with accurate count of students to the Fire Drill Coordinator.
- E. A specified student will be the last person out of the room. He/she will turn out the lights and close the classroom door.
- F. The teacher will double-check that all students are outside.
- G. The Fire Drill Coordinator will check with each teacher to assure all have exited the building.
- H. Upon the “all clear” by TCH staff, students will quietly and calmly follow their teacher back to the classroom by using normal entrances.

III. SEVERE STORM/TORNADO PROCEDURES

- A. Teachers will be notified via text or air horn if threatening weather is occurring.
- B. Teachers will take class rosters, counting all students as they exit room to safe location inside building—Kitchen first and then bathrooms.
- C. A specified student will be the last person out of room. He/she will turn out the lights and close the classroom door.
- D. Students will sit on the floor in class groups and await further instructions. If necessary, students will need to assume a “posture of protection” with hands over head as they bend forward.
- E. Teacher will double-check that all students are in assigned area.

IV. INTRUDER

- A. In the event of an unsafe situation with an intruder, teachers will be notified via cell phone or air horn.
- B. Classroom door (which is already locked) will be closed and lockdown tool will be used.
- C. Students will go to a designated area in classroom and sit quietly until the “all clear” call is received.

V. CHEMICAL SPILL/NATURAL GAS LEAK

- A. In the event of a chemical spill from the train or a report of a natural gas leak, teachers will be notified in person.
- B. Students will proceed to assigned vehicles—either a teacher or specified older licensed student.
- C. Students will be taken to Kroger parking lot located at FM 2920 and 249 to await parent pick-up.
- D. Parents will be notified via email and/or cell phone to come and pick up students.