

Bellevue Montessori School

Emergency Response Plan

I. Introduction

Bellevue Montessori School, Inc. (BMS) has developed this emergency response plan to provide guidance to staff and parents so that together we can provide safe care for our children should an emergency or disaster occur while the children are at school. A copy of this plan is always available for review at the office and on bellmontessori.org. Your feedback is always welcome.

All teachers and assistant teachers take CPR/First Aid training every two years. All teachers review the Emergency Response Plan and keep a copy in each classroom. Additionally, annual training for administrative staff and head teachers is conducted during the October in-service day.

BMS Main Campus has a monitored fire alarm system and fire pull stations. The other two campuses have smoke alarms and fire extinguishers. The Main and Park Campuses are served by the Clyde Hill Fire Station at 9605 NE 24th Street, Clyde Hill, WA 98004. The Pine Lake Campus is served by Eastside Fire and Rescue, Station 83 at 3425 Issaquah Pine Lake Road, Sammamish, WA 98075.

In planning for and carrying out this plan, the safety of children and staff in all situations is the primary consideration. It is very important that staff protect themselves so that they can take care of the children.

II. Command Center

Command Center will be in complete charge of matters pertaining to children, staff and the buildings during a drill or emergency. **Chris Hoffman** will be the **Administrator in Charge** at the Main Campus. **Laurel La Valle** will be the **Administrator in Charge** at the Park Building and **Clary Gasper** will be the **Administrator in Charge** at the Pine Lake Building. All Administrators present in the school will be part of the **Command Center Team**. If more **Command Center Team Members** are needed, the **Administrator in Charge** will select additional members.

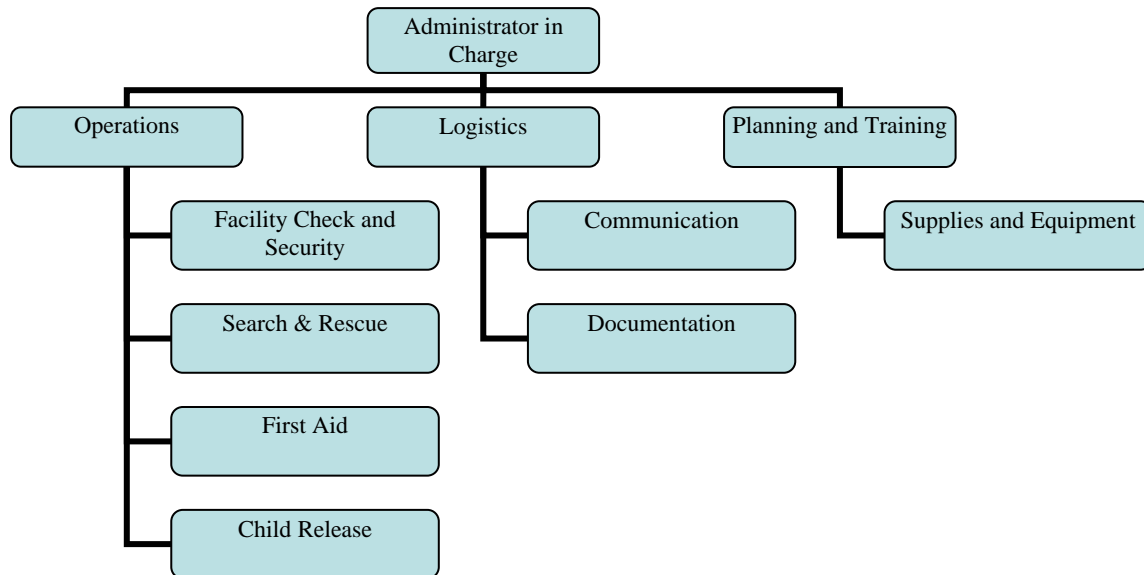
The goal of the **Command Center Team** is to provide:

- A. Consistent response in similar situations;
- B. A clear position of authority;

C. Clear communications; and

D. Accountability.

During an emergency the safety of all is of paramount importance. In the hours and days following the event, basic needs must be met. These include fluids, food, sanitation, shelter and emotional health. A Command Team at each campus will be responsible both during an event and following it. The team is organized as follows:



Following any emergency or drill, the **Administrator in Charge** will meet with the **Command Center Team** and all head teachers to evaluate the emergency response or drill. These reports shall be kept in school records.

III. General Procedures

The initial steps taken in responding to an emergency or disaster may be unique to that event. Most situations, however, require action in predictable areas. The following procedures apply to all situations:

- Staff will follow directions, remain calm and avoid frightening questions in the presence of the children;
- Every child must be accounted for by the head teacher;
- If a child is missing at any time, the Command Team will be notified and a search initiated;
- Evacuation must be conducted without any unnecessary actions such as turning off lights, putting work away, changing shoes and the like;
- The head teacher will always have available a list of students and their emergency contact information as part of the **Grab & Go Pack**;

- If any person is injured at any time, a teacher or administrator shall immediately call 911 and then notify a Command Team member;
- All staff will aid the appropriate authorities to enter the building;
- Normally, evacuation is as follows:

Main Building

- Rooms 1, 2 and 3 go to room 6 in the Treehouse Building.
- Rooms 4 and 5 go to room 7 in the Treehouse Building.

Treehouse Building

- Room 6 goes to Room 3 in the Main Building.
- Room 7 goes to the library in the Main Building.

Park Building

All children go to Hidden Valley Park.

Pine Lake Building

All children go to the gravel parking behind the Pine Lake Building.

- Alternate Evacuation is as follows:

Main Building and Treehouse Building

All children go to the Park Building.

Park Building

All children go to the southern portion of Hidden Valley Park.

Pine Lake Building

All children go to the house adjacent to Lakeside Montessori School.

- After evacuation all outside doors will be left unlocked;
- A **Police Pack** will be stored in each building;
- All staff will be able to turn off electricity and water to the building;
- Staff will initiate action and follow directions as appropriate to the situation, remain calm at all times and avoid frightening questions in the presence of the children.

IV. Fire

- A. Any staff member who can smell smoke or see flames in advance of the sounding of the fire alarm must immediately call 911 and contact **Administrator in Charge** about the location of the smoke or fire.
- B. If the fire is blocking any exit, one or more **Command Center Team Members** will help with rerouting children and staff affected.
- C. If it is safe to do so, the **Administrator in Charge** will shut off electricity to the building. The building will be left unlocked.

D. Teachers will follow fire drill procedures as follows:

- When one of the teachers in each classroom, specialist class or supervising the playground hears the fire alarm, she or he will tell the children that this is a fire drill and direct the children to walk silently to a line at the nearest outside exit. The teacher will make a visual sweep of the room including the bathroom or playground, and take the grab and go bag.
- One teacher leads the line and the second teacher (or an administrator) follows the line. Evacuation is as specified above.
- If it is a drill, the **Administrator in Charge** will communicate that the classes may return to their classrooms and discuss the drill.
- If it is not a drill, teachers may be asked to take the children to an alternate place. If instructed by a **Command Center Team Member** or a fire fighter, the teachers will follow the **Release of Children Procedures in Section XIII**.
- An administrator will put a recorded notification on the school's phone system.
- If an area is damaged, a **Command Center Team Member** will take pictures of damaged areas when it is safe to do so.
- If anyone is injured, the Fire Department will call an aid car or Medic 1 to help with the injury. If necessary, a staff member will call 911.

V. Earthquake

A. The **Administrator in Charge** will announce over the telephone intercom system that an earthquake is occurring and that all staff, teachers and children will follow the earthquake drill procedure:

- At the first sign or notification of the earthquake, the Teachers will direct the children and staff to **drop** to the floor, **cover** heads and necks with their arms and take **cover** under furniture or against an interior wall and **hold** on to a leg of the table or something attached to the interior wall.
- If a class is on the playground, the teacher will direct children as far away as possible from glass and trees.
- Then the teachers will wait for further instruction from the **Administrator in Charge**.

B. A **Command Center Team Member** will determine if there is fire, visible damage or any injuries and if so, call 911 indicating the nature of the reason for requesting assistance and the location of the fire, damage or

injured person(s). The **Administrator in Charge** will notify the injured child's parent or emergency contact.

- C. If there is visible damage to the building(s), or if the **Administrator in Charge** suspects that there is damage to the building(s), a **Command Center Team Member** will direct the teachers to evacuate the building and lead the children to an open area of Hidden Valley Park near the driveway into the park.
- D. When announced by the **Administrator in Charge** that children may safely be released, teachers will follow the **Release of Children Procedures in Section XIII**.
- E. In the event one or more children cannot be picked up, teachers will follow the **Overnight Procedures in Section XII**.

VI. **Bomb Threat**

- A. If any person receives a phone call about a bomb or other danger to any building of BMS, that person should note the information on the caller ID, the exact time of the call, the exact words of the caller, the caller's voice characteristics (tone, male/female, young/old, etc.). That person should ask the caller the following questions:
 - Where is the bomb?
 - What does it look like?
 - When is it going to explode and what will cause the bomb to explode?
 - What kind of bomb is it?
 - Why did you place the bomb?
- B. That person will call 911 and supply all information obtained then notify the **Administrator in Charge**.
- C. No one should touch any suspicious packages or objects or run or otherwise cause vibrations in the building.
- D. The **Administrator in Charge** will confer with the police regarding evacuation.
- E. If the **Administrator in Charge** requires the building to be evacuated, it will provide directions to each classroom about an emergency evacuation route that is determined by them to be an unpredictable route to a location that is at least 500 yards away from the school the ("**Reuniting Center**").
- F. After arrival at the **Reuniting Center**, the **Release of Children Procedures in Section XIII** should be initiated.

VII. Armed Intruder

- A.** Any person who becomes aware of an armed intruder will call 911 and then the **Administrator in Charge**. The call to the 911 and the **Administrator in Charge** should include as much information as possible including the location of the armed intruder, his or her appearance and movements and as much additional information as is possible.
- B.** Each teacher and other staff members may have to independently take action in the best interest of the children, including evacuation or lockdown. For evacuation, the person making this decision should use a route that is unpredictable to the armed intruder and then call the **Administrator in Charge** with details. If lockdown is chosen, the lockdown procedures in **Section XI** will be followed.
- C.** All BMS teachers and staff will look for any police officer, fire fighter or other emergency personnel and provide for them entry into the building.

VIII. Hazardous Materials

- A.** The School will be notified by a representative of the State or the City of Bellevue of a hazardous materials release that may affect the school.
- B.** A **Command Center Team Member** will instruct each teacher whether to follow lockdown procedures or to evacuate.
- C.** If Lockdown is required, follow **Lockdown Procedures** in **Section XI**. If evacuation is required, A **Command Center Team** member will specify an evacuation route.
- D.** After arrival at the **Reuniting Center**, the **Release of Children Procedures** in **Section XIII** should be initiated.

IX. Pandemic Flu

- A.** Prevention measures will be taken at all times as part of normal school procedures. These measures include frequent hand washing, covering one's mouth while coughing or sneezing, and sending home children who are ill or become ill at school. A child who develops symptoms at school will be isolated from the other children until the child is picked up by a parent or other authorized person.
- B.** In accordance with school policy, parents are required to keep ill children home and to report the nature of the illness to the school. Children must not return to school until all symptoms are gone and the child is ready to work.

- C. Staff, parents and children are encouraged to have yearly flu shots.
- D. Staff will be required to stay home if they think they are sick. They will stay home until all flu symptoms are gone.
- E. Public Health authorities have said that they will require all schools to close if one case of Avian Flu is found in a child. In such a case, the **Command Team** will handle all communications with the school community. Each family will be directly notified by:
 - Email or phone,
 - A message will appear on the website, and
 - A recorded message will be on the phone system.

The school will re-open only when cleared to do so by the agency that required the closure.

- F. If the school is closed, parents are asked to keep the school informed of any case of flu experienced by a person living in the same household as the BMS student. The school will keep a record of illnesses and may supply the aggregate data to public health officials. This will also help the school to evaluate whether the school community has been exposed to the flu. All parents will be informed if it appears that the school community was exposed to the flu so that they may better manage the health of their family members. The best way to keep the school informed is by email.
- G. One member of the **Command Center Team** will identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of the flu. That member will communicate with the **Command Team**.

X. **Multiple Injuries Procedures**

In the event that 3 or more people on campus are injured, this procedure applies.

- A. Anyone who observes an injury will call 911 and then call the **Administrator in Charge**.
- B. When it becomes apparent that multiple injuries have been sustained, the **Administrator in Charge** will appoint at least two **Command Center Team** members, one or more to be responsible for communications and one or more responsible for assisting teachers in assessing the injuries and providing care.
- C. In each class, a teacher will make an initial assessment of the injuries to children and other staff. Each teacher will begin first aid treatment. A

Command Center Team Member will attend each class to make an independent assessment and assist if necessary.

- D.** If possible, all injured children and Staff will be attended to by a teacher and/or a **Command Center Team Member**.
- E.** The **Command Center Team Member** responsible for communications will attempt to get qualified assistance to the school, such as an aid car, uniformed police officer, a doctor or nurse known to the school or its employees. Another will prevent all other individuals from entering the school and keep watch for help and when help arrives, direct qualified persons to the injured.
- F.** When an aid arrives, care for the injured will transferred to the best qualified person with continuing help from the teacher and **Command Center Team Members**.

XI. Lockdown

- A.** An announcement will be made by a **Command Center Team Member** at the beginning of any lockdown.
- B.** Any class at recess or in a specialist class will be lead by a Teacher back to the classroom. Teachers will take attendance to make sure each child is present and if not, one teacher or a **Command Center Team Member** will search for the missing child.
- C.** A **Command Center Team Member** make sure that all exterior, non-classroom doors are locked.
- D.** Teachers make sure that all classroom doors are locked.
- E.** Children should be kept away from windows to the extent possible and the Teachers will lead activities for the children.
- F.** The teacher will keep children in the classroom until the Lockdown is lifted.
- G.** No one will be allowed to enter the School except Police Officers, Firefighters, and other emergency personnel.
- H.** The **Administrator in Charge** will contact parents as soon as safely possible.

- I. When announced by the **Administrator in Charge** that children may safely be released, teachers will follow the **Release of Children Procedures** in **Section XIII**.
- J. In the event that the lockdown continues overnight or that one or more children cannot be picked up, the teachers will follow the **Overnight Procedures** in **Section XII**.

XII. Overnight Procedures

In the event that an emergency, lockdown, wind storm, snow storm or other natural disaster makes it impossible for a parent or other authorized person to pick up one or more of the children, these procedures apply.

- A. At least two **Command Center Team Members** and a sufficient number of teachers will remain on campus until all children have been released to their parents.
- B. At mealtimes, the **Command Center Team Members** will assemble food and drinks for each classroom and deliver the food and required service items (plates, flatware, napkins, and cups).
- C. At night, the teachers will make the children as warm and comfortable as possible and comfort any frightened child. Teacher, classroom and administrative staff will sleep with the children and care for any middle of the night problems any child may have.
- D. When the children may safely be released, staff will follow the **Release of Children Procedures** in **Section XIII**.

XIII. Release of Children Procedures

After an emergency, the following procedures apply:

- A. When announced by the **Administrator in Charge** that children may be safely released, staff will call a parent or emergency contact for each child.
- B. Each child will be released only to a parent (or delegate appointed for this purpose in writing) upon the parent's and the teacher's signature that the child has been released to a parent or authorized delegate.
- C. **Command Center Team Members** and a sufficient number of teachers will remain on campus until all children have been released to a parent. If some children remain, the **Command Center Team Members** and a sufficient number of teachers will remain on campus and follow **Overnight Procedures** in **Section XII** if required.

XIV. Emergency Supplies

Below is a list of items that should be included in an emergency kit to ensure that each child will be comfortable and safe in an emergency overnight situation.

A. Supplied by the families:

- Medication if needed.

B. Supplied by the school:

- Water, one gallon per adult per day for at least 3 days and ½ gallon per child per day for at least 3 days, for drinking and sanitation.
- Food, at least a three-day supply of non-perishable food for each person on campus.
- Mylar “rescue blankets” for extra warmth.
- Battery powered radio and a NOAA Weather Radio with tone alert and extra batteries for both.
- A flashlight for each classroom and for the kitchen, center court and Treehouse stair case and extra batteries.
- First Aid Kit fully supplied in each building.
- Whistle in each classroom to signal for help.
- Dust masks and plastic sheeting and duct tape to shelter-in-place.
- Moist toiles, garbage bags and plastic ties for personal sanitations.
- Wrench or pliers to turn off water.
- Can opener and other kitchen supplies for food preparation.

XV. Drills

A. Fire Drills will be conducted monthly throughout the year when children are on campus.

B. Earthquake Drills will be conducted quarterly.

C. Lockdown Drills will be conducted one time a year.

XVI. Police Pack

A. Command Center Team will prepare a Police Pack for each building. The packs are readily available in case needed.

B. Each Pack will contain the following:

- A detailed plan of the school buildings;
- A flashlight;
- Facility master keys;
- All facility phone numbers.

XVII. Grab & Go Packs

A. Every time a teacher takes the children out of the building (including recess, drills and evacuation), she or he will have a Grab & Go Pack.

The Pack will contain the following:

- Class attendance list;
- Emergency contact forms for each child and classroom staff members
- Epi-pens or other child specific rescue medication;
- First Aid Kit
- Towels or wipes
- Disposable gloves