

Sammamish Montessori School Crisis/Disaster Response Plan

Emergency Numbers & Information

Fire/Police/Ambulance – Emergency Only	911
WA Poison Prevention Hotline	1-800-222-1222
DSHS Children’s Administration Intake Line	1-866-363-4276

**Sammamish Montessori School
7655 178th Place NE
Redmond, WA 98052
425-883-3271**

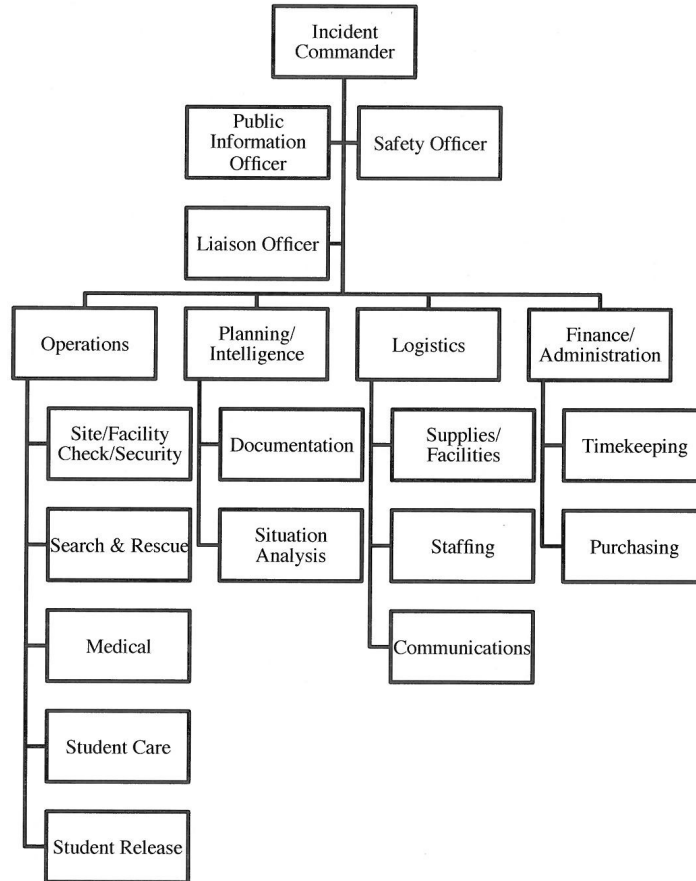
Nearest Cross Streets: 178th Place NE & NE 76th Street

Emergency School Contacts:

Director: Janet Villella 425-765-9790
Business Manager: Hilary Prentice 425-765-9791
Assistant Director: Jane Hartway 425-417-6918
Office Manager: Gail Kelley 206-234-9170
Clubroom/After School Club Director: Sonya Kimble 206-618-5686

Sammamish Montessori School Crisis/Disaster Response Plan

The Sammamish Montessori School uses an Incident Command System as the structure for responding to a crisis situation. The plan is designed to provide enough flexibility to adapt to each type of crisis, and due to changes in staffing and students onsite during the course of the day.



Note: Staff members are mobilized proportionally, depending on the size and nature of the crisis. Planning and Intelligence, Logistics and Finance/Administration must prepare in advance for possible crisis scenarios to ensure adequate supplies, systems, staffing and communication channels are in place and at the ready. Operations staff members are deployed immediately in the event of a crisis as directed by the Incident Commander or her designee.

All staff must remain on-site until specifically released by the Incident Commander or her designee.

Roles & Responsibilities:

Incident Commander (IC) – Director*

Responsible for all aspects of the response including developing incident objectives and managing all incident operations.

Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC (Director or designee).* Some of the more complex responsibilities include:

- Establish immediate priorities, especially the safety of students, staff, volunteers, responders, parents, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring the life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.
- Ensure adequate health and safety measures are in place.

* If School Director is not on-site, this responsibility is delegated to the Business Manager, Asst. Director, ASC Director, ASC/Clubroom Lead (in order, depending on time of day of incident.)

Information Officer – Business Manager**

Develops and releases information about the incident to staff, parents, incident personnel, news media (if appropriate), licensor...

The information officer uses the following tools to communicate:

- Constant Contact email to parents, staff members
- Website homepage notice
- Flash Alert email via PSECS system (if appropriate)
- Flash Alert media notice via PSECS system (if appropriate)
- School voicemail update
- Group text to SMS staff members
- Updates and places outdoor signs (if appropriate)

** If Business Manager is unavailable (may be able to do much of this off-site) duties delegate to Asst. Director or ASC Director (depending on time of incident).

Liaison Officer – Assistant Director***

Serves as the point of contact for assisting and coordinating activities between the IC (Director or designee) and various groups. This may include local government officials (DEL, police, fire, other).

*** If the Assistant Director is unavailable, IC will delegate to another staff member or take on responsibilities directly. If during ASC, ASC Lead becomes Liaison Officer.

Safety Officer - Office Manager, supported by Facilities Manager****

Develops and recommends measures to the IC (Director or designee) for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer implements a Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

Facilities Manager helps assess the facilities and site and provide access to emergency supplies (food, water, resources, medical supplies, etc. from the emergency supplies shed).

**** If Office Manager or Facilities Manager is unavailable, IC (Director or designee) will delegate duties to another staff member or take on responsibilities directly.

General Staff:

Includes Operations, Planning, Logistics, and Finance/Administrative responsibilities.

Operations Staff: Responsible for all aspects of responding to immediate crisis/incident: student care, student release, medical response, search and rescue, site/facilities check/security. All staff members are expected to remain on-site unless specifically relieved of duty by the Incident Commander (Director or designee) or Liaison Officer (Assistant Director or designee).

- Student Care:
 - All Teachers unless otherwise assigned;
 - All Assistants unless otherwise assigned;
 - All specialist unless otherwise assigned;
 - Lunch volunteers if any (always alongside a staff member, **never in sole care of students**).
 - Other volunteers if any (always alongside a staff member, **never in sole care of students**).

- Student Release:
 - Assistant or Co-teacher in each group of students manages sign outs. (If operational, use iPad sign in/out; otherwise use paper sign out sheets and clipboards; reference authorizations same as normal operations.). Always take iPad and sign out sheets/clipboard, attendance, authorizations and allergies/medical lists with you when leaving the classroom so that you are ready in the event of a crisis (sign out sheets also contained in emergency supply shed, updated monthly).
 - Once all students are reunited with parent/authorized pickup, turn in sign-out sheet to Safety Officer indicating all students accounted for and picked up.
 - If groups are consolidated, hand off sign-out form to the new student-release teacher for the group so that he/she has an accounting of all students.

- Medical First-Response Team:
 - Takes care of injuries beyond the band-aide variety. (Maintains current CPR/First Aid Training).

- Minor items handled by Student Care team. Or, if group is isolated due to nature of crisis, or time of incident is during EB, ASC or Clubroom only day, members of the Student Care team handles injury response.
 - Medical First Response Team, assuming on-site and needed during time of incident: Csilla Vegvari, Iskra Moutofov, Sangeeta Gupta, Leela Grandhi, Luz Concha, Pradnya Deo, and Usarat Petchdenlarp. (Other staff members may be assigned as needed. If supervising students, first ensures ratio is met prior to being deployed as medical team.)
 - If not required for medical care, staff reassigned back to Student Care Teams.
 - At onset of a crisis, Medical Team checks in with Safety Officer, pulls out appropriate medical supplies, and readies a first response area (If inside, set up in room 16, if outside, use little sheds on playfield to quickly provide shelter and privacy.)
 - At onset of crisis, designate one person on Medical Team to manage Student Release/Family Reunification for students in care of Medical Team.
- Search and Rescue Team:
 - Deployed to find anyone not accounted for.
 - If building evacuated, stays with class until directed by Incident Commander (or designee) to begin search and rescue for anyone identified as missing.
 - May use ASC Walkie-Talkies for communication.
 - Assuming on-site and needed during time of incident: Jessica Carlson, Shuyen Lin, Denise Baltzer. (If supervising students, ensures ratio is met prior to being deployed as search and rescue team.)
 - If not required for Search and Rescue, reassigned back to Student Care or assigned to Medical Team if needed.
 - If student found, reunite with Student Care Team or take directly to Medical Team if medical care needed. Or direct members of Medical Team to come to provide assistance if moving injured person is unsafe.
 - Site/Facility Check & Security Team:
 - Deployed to assess the safety of the building, playgrounds, parking areas, etc. and report back to Safety Officer.
 - Ensures building and grounds security.
 - Assuming on-site at time of incident: Sonya Kimble, James Mareth, Yullia Lim, Nancy Callihan. (If supervising students, ensures ratio is met prior to being deployed as site/security team.)

Planning/Intelligence -- Director, Business Manager, Office Manager, Purchasing Manager, Facilities Manager:

Responsible for collecting, evaluating, and disseminating the tactical information related to the incidents and for preparing and documenting Incident Action Plans.

Situation Analysis – Director & Business Manager, during crisis Incident Commander supported by Safety Officer.

- Create Incident Response Plans for possible emergency scenarios.
- Adapt response plans as needed to address unforeseen scenarios.

Documentation: Director & Business Manager.

- Gather input from all areas.
- Write incident and response summary with reflective feedback.

Logistics – Purchasing Manager, Facilities Manager,

Provides facilities, services and materials for the incident response.

Supplies/Facilities – Purchasing Manager and Facilities Manager:

- Makes sure all emergency supplies are secured yet immediately accessible and organized for quick use in the event of a crisis.
- Reviews and updates emergency supplies in shed annually.
- Reviews and updates emergency supplies in classrooms and in the office first aid station to ensure a continuous state of readiness.

Staffing – Directors and Business Manager:

Establishes staff for normal operations and assigns emergency response duties. Refer to the current year staffing schedule for normal assignments. Emergency response duties are as outlined in this Crisis/Disaster Plan document and may vary depending on time of day and day or incident.

Communications – Business Manager:

The Information Officer ensures the following systems are in place and available to use in the event of a crisis:

- Constant Contact email to parents, staff members
- Website homepage notice
- Flash Alert email via PSECS system (if appropriate)
- Flash Alert media notice via PSECS system (if appropriate)
- School voicemail update
- Group text to SMS staff members
- Updates and places outdoor signs (if appropriate)

Finance/Administration – Payroll/Accounting Manager, Office Manager, Purchasing Manager

Responsible for all financial, administrative, and cost analysis aspects of the incident.

Timekeeping – For employees, Payroll Manager, for students, Office Manager

- Prepares and provides timesheets for capturing employee time.
- Prepares and provides student daycare time and physical sign in/out sheets.
- Office Manager ensures sign in/out iPads are always plugged in and are fully charged overnight.
- Ensures the functioning of the daycare system to capture sign in/out and uploads for accurate billing. Adjusts bills as needed in the event of a crisis.

Purchasing – Purchasing Manager

- Identifies and purchases necessary supplies for the emergency supplies shed, for classroom school bags and for the office first aid station supplies. Maintains fully stocked emergency supplies at all times.
- Refreshes and renews any perishable supplies in advance of expiration.
- Maintains a current inventory of emergency supplies.
- Ensures proper signage to help emergency response teams find and use emergency equipment.

Incident Action Plan:

If a crisis or disaster should occur at The Sammamish Montessori School, the staff has been trained to do the following for each possible circumstance:

Missing Child

Before initiating missing child action plan, confirm child was actually present at school and is no longer accounted for. (Check sign outs, verify with teacher(s), contact parent if any staff reports child was actually picked up.)

1. Call 911 immediately and provide the following information:
 - Child's name and age
 - School Address: 7655 178th Place NE, Redmond, WA 98052
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Time and location the child was last seen
2. Notify Director immediately and search the facility again. (Search & Rescue Team deployed.)
3. Have child's information, including picture, if possible, available for the police upon their arrival.
4. Director will notify parents of missing child and attempt confirmation that child is with family; if not, inform parents of situation and steps taken.
5. Director will report incident to licensor and Child Protective Services.
6. Director will complete a written incident report at the earliest opportunity.

Kidnapping

1. Call 911 immediately, provide the following information:
 - Child's name and age
 - Address: 7655 178th Place NE, Redmond, WA 98052
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Time and location the child was last seen, and
 - Name and description of kidnapper, if possible
 - Vehicle information and direction of travel
2. Staff notifies Director immediately.
3. Follow Emergency Lockdown procedure.
4. Have child's information, including picture, if possible, available for the police upon their arrival.
5. Director will notify parents of missing child and inform parents of situation and steps taken.
6. Director will report incident to licensor and Child Protective Services.
7. Director will implement Crisis/Disaster Response Plan
8. Director will complete a written incident report at the earliest opportunity.

Child Abuse

1. Report abuse or suspected abuse to the Director.
2. Director will make report to Child Protective Services (1-866-ENDHARM) and the licensor.
3. Director and appropriate staff will write down the following information on an incident report**
 - Date and time of calls to Child Protective Services and Department of Early Learning (licensor)
 - Child's name
 - Child's age/birth date
 - Address
 - Name and address of parent or guardian and other children in the home (if known).
 - Any statements made by the child (DO NOT interview the child)
 - The nature and extent of the injury or injuries, neglect, and/or sexual abuse.
 - Any evidence of previous incidences of abuse or neglect, including nature and extent.
 - Any other information that may be helpful in establishing the cause of the child's injury or injuries.
 - Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death, and/or the identity of the perpetrator or perpetrators.

Assault on child or staff

1. Call 911 if any medical treatment is needed or if police are required (if in doubt, go ahead and call).
2. Director will follow "Administrator Responsibilities-Intruder Alert" in the Emergency Lockdown procedure.
3. Follow Emergency Lockdown Procedure.
4. Staff member will stay with the victim.
5. Victim's family notified by the Director when safe to do so.
6. Director will report the incident to licensor.
7. Director will complete a written incident report at the earliest convenience.

Fire Emergency

1. Activate fire alarm if not sounding (fire alarm pulls in front office and by room 2/3 hallway exit).
2. Evacuate children, visitors, and staff, out the large and small playgrounds. Drop and crawl to avoid smoke, and close doors behind you. Take the following items:
 - Classroom red bag with first aid kit inside
 - Attendance/Student information folder
 - Sign out sheets and clipboard
 - Children's emergency and medical information and supplies
 - Cell phone, if available.
 - Emergency supplies located in the Emergency Supplies Shed across from room 3. Lock combination is the same as the playground(s).
3. Call 911 from outside the building.
4. Take attendance. (Green cards = all present and accounted for; Red cards = someone missing) If safe to do so, search building for anyone missing. (Search & Rescue team deployed.)
5. Director or staff member will check area of concern and use fire extinguisher if safe to do so.

6. Have the following items ready for police and fire personnel:
7. Number of children in care, staff, volunteers and visitors.
8. Floor plan and internal system information
9. Director will notify parents immediately if evacuation is necessary.
10. Student Care Team cares for children and ensures student release is handled as normal (sign out every child, authorizations confirmed).
11. Medical Team deployed as needed to assist with any significant injuries. Minor Band-Aid variety injuries handled by Student Care Team.
12. Director will report incident (fire) to licenser.
13. Director will complete a written incident report at the earliest opportunity.
14. All parents will be notified of the incident.

Natural Gas Leak

1. DO NOT activate the fire alarm or system or any other electrical equipment.
2. Notify the Director.
3. Evacuate the children and staff to the large and small playgrounds and close doors behind, leaving one door open for ventilation. Take the following items:
 - Classroom red bag with first aid kit inside
 - Attendance/Student information folder
 - Sign out sheets and clipboard
 - Children's emergency and medical information and supplies
 - Cell phone, if available
 - Emergency supplies located in the Emergency Supplies Shed across from room 3. Lock combination is the same as the playground(s).
4. Call 911 from outside the building. Call 1-888-CALL PSE to alert the utility company of the leak.
5. Take attendance (Green cards = all present and accounted for; Red cards = someone missing). Deploy Search & Rescue Team if anyone missing.
6. Student Care Team cares for children and ensures student release is handled as normal (sign out every child, authorizations confirmed).
7. Medical Team deployed as needed to assist with any significant injuries. Minor Band-Aid variety injuries handled by Student Care Team.
8. If possible, turn off gas (meter located outside room 6). Wrench is padlocked to the building (same code as playground gate locks). Instructions sign is posted next to the gas meter.
9. Have the following items available for police and fire personnel.
 - Location of leak, if known.
 - Number of children at school, staff, volunteers and visitors.
 - Knowledge of anyone remaining in the building.
 - Floor plan and internal systems information.
10. Director will notify parents immediately if evacuation is necessary.
11. Director will report incident to licenser.
12. Director will complete a written incident report at the earliest opportunity.
13. All parents will be notified of the incident.

Earthquake

DROP, COVER and HOLD” is taught and practiced with the students at school quarterly.

1. Staff “DROP, COVER and HOLD.” Direct all children to “DROP, COVER and HOLD’ and remain that way until the earth stops moving. Stay away from windows, bookcases, and filing cabinet. Hold on to the item you are using for cover. If it moves, move with it. Keep talking to children until it is safe to move.
2. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
3. If outside. “DROP, COVER and HOLD,” keeping away from glass, bricks and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When earthquake stops:

1. Staff check themselves and children for injuries.
2. Check evacuation routes for damage.
3. Evacuate the children and staff out to the large and small playgrounds, closing doors in the building taking the following.
 - Classroom red bag with first aid kit inside
 - Attendance/Student information folder
 - Sign out sheets and clipboard
 - Children’s emergency and medical information and supplies
 - Cell phone, if available
 - Emergency supplies located in the Emergency Supplies Shed located across from room 3. Lock combination is the same as the playground(s).
4. Staff will render first aid to those who need it. (Medical Team will take over response for any injury beyond minor Band-Aid variety.)
5. Student Care Team ensures student safety, care and release (sign out every child, check authorizations).
6. Director will collect attendance from teachers to account for all students. (Green cards = all present and accounted for; Red cards = someone missing) Deploy Search & Rescue Team if anyone is unaccounted for. Search & Rescue Team makes sure to ensure personal safety too.
7. Facilities Manager and Safety Officer will check all utilities for disruption/damage (gas, water, sewer).
8. Determine if it is safe for a rescue team to enter the building and locate anyone who is missing.
9. Facilities Manager and Safety Officer will assess the interior of the building and determine if it is safe for the children to move back inside.
10. Tune into regional radio station.
11. Determine status of emergency supplies and equipment.
12. Call school’s out-of-area contact with information on the school’s status (injuries, children remaining in care, children already picked up).
13. Director will report status of school to local radio station.
14. If parents cannot be contacted after 4 hours, the child’s out of area contact will be called, if possible.
15. Director will report incident to licensor.
16. Director completes written incident report at the earliest opportunity.

Flooding

1. During severe weather, director or designee will listen to regional or local station for flood watch and flood warning reports.
2. Students and staff will move to a safe area away from any floodwaters.
3. Director will notify all parents immediately.
4. Director will report incident to licensor.
5. Director will complete a written incident report at the earliest opportunity.
6. Director will call insurance company (if needed).

Building Evacuation Procedures (See Fire/Evacuation Plan Diagram)

1. Staff makes a quick assessment of the situation in the classroom and of all injuries to the children or adults, and reports findings to Director.
2. Teacher evaluates the evacuation route to be sure that it appears clear of obstructions.
3. Director gives instructions to evacuate
4. If possible, children take jackets and coats.
5. Staff should take the following items;
 - Classroom red bag with first aid kit inside
 - Attendance/Student information folder
 - Sign out sheets and clipboard & iPad (rooms 1, 4, 9, 10, 14, 15, office)
 - Children's emergency and medical information and supplies
 - Cell phone, if available
 - Emergency supplies located in the Emergency Supplies Shed across from room 3. Lock combination is the same as the playground(s).
6. Teacher and Aides quickly line children up with teacher leading the line and aide following. The aide checks the bathroom and scans the classroom for children. When all children are accounted for, aide turns out the lights and closes the door. Children are lead quickly and quietly to the playground.
7. Children line up against the playground fences with their class and attendance is taken.
8. Teachers relay attendance information to Director. (Green cards = all present and accounted for; Red cards = someone missing).
9. Deploy Search & Rescue Team if anyone missing.
10. Student Care/Release Team care for children and ensure student release is handled correctly (sign out every student, check authorizations).
11. Director evaluates the situation with the help of responding agencies (fire, police etc.) or the Safety Officer/Facilities Manager to determine if it is safe to re-enter the building.
12. Director will notify parents immediately if evacuation looks to be long term.
13. Director will report incident to licensor.
14. Director will complete a written incident report at the earliest opportunity.

Field Trip Incident

1. Before leaving for a field trip make sure the trip coordinator has the following information:
 - Child list (attendance)
 - Map of intended route
 - Children's emergency and medical information and supplies
 - First aid kit
 - Classroom red bag with first aid kit inside

- Attendance/Student information folder
- Sign out sheets and clipboard in case release of students must be handled off site.
- Cell phone, if available
- List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)

If an incident occurs, staff must:

- Attend to any medical needs if there are injuries or complaints of pain.
 - Call 911 if emergency medical treatment or police are required
 - Contact center and provide update and actions being taken. School should consider deploying personnel to the scene, hospital, or to appropriate locations.
2. Director will contact parents and give update of actions being taken and indicate meeting locations or pick--up times at the school.
 3. Director will report incident to licensor.
 4. Director will complete a written incident report at the earliest opportunity.
 5. Director will call insurance company (if needed.)

Power Outage

Director or designee will try to locate the problem. Flashlights/lanterns and batteries are located in the school corridors and in each classroom. Keep refrigerators/freezers closed as much as possible to retain temperature.

1. Call 911 ONLY if concerned about a fire or safety hazard.
2. Unplug all electrical equipment; turn off all but one light. (Emergency lighting will remain lit using backup battery.)
3. Director will contact property manager, if needed.
4. Director will call electrical utility for estimate of power restoration. 1-888-CALL PSE.
5. Director will determine if school needs to be closed.
6. Telephone system has an 8-hour battery backup.
7. All parents must be notified if power is prolonged.
8. Director will report incident to licensor.
9. Director will complete a written report at the earliest opportunity.

Storms and Snow

1. Director/Business Manager will determine prior to opening hours whether or not to open the school. (Administration/Management Team implements Snow Days Procedures: Check LK WA and surrounding district status, WA DOT cameras, SMS video cameras, power, contact volunteers for emergency Clubroom only days to determine conditions around area and decide if offering Clubroom is appropriate.)
2. Families will be notified in the following ways:
 - A message will posted on our school voice mail (425) 883-3271
 - A message will be posted on www.FlashAlert.net and if power is available, also on www.sammamishmontessori.com.
 - An email will be sent to all parents who have updated their email address Flash Alert PSECS system (unless power is unavailable).
 - Local television and radio stations will be notified via Flash Alert system.
3. If the school must close during hours of operation because of snow or storm the director or school designee will notify parents by all available means above.
4. If weather conditions prevent a parent or legal guardian or emergency contact person

from reaching the facility to recover a child, the school will care for the child (maintaining proper staff-to-child ratio) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed.

5. If the above persons cannot claim the child within 72 hours of the school's closing, Director will contact the police to transport the child to a Child Protective Services care site.
 - Director will report incident to licensor.
 - Director will complete a written incident report at the earliest opportunity.
6. If school is closed but our Clubroom is open during emergency closure, any child who is enrolled in class on that day may attend Clubroom at no extra charge during their regular school hours. Make-up days and tuition rebates for emergency closure days are not provided for preschool or kindergarten students. Make-up days for elementary students will be assigned as needed. (Extra school days are included in the calendar so that this may not be needed.)
7. If the school must close during the course of a school day due to weather, natural disaster or other emergency, the school will use all of the above notification methods that remain available. To comply with government emergency services requests that only emergency calls be made in such circumstances, we will not attempt to make phone contact with parents. We will of course remain on site until the last child has been picked up. We always have backup water, food and emergency supplies in case of such situations.

Internal Hazardous Materials Incident

1. In the event a person comes into contact with a suspected hazardous material, follow safety precautions posted or listed on the container.
2. Call the hospital or emergency room for additional instructions. Contact poison control center for common household product poisonings.
3. Call 911 if additional assistance is needed.
4. Director will report incident to licensor.
5. Director will complete a written incident report at the earliest opportunity.

Note: All potentially Hazardous Material must be stored separately, locked up, and stationary so that they do not fall over in case of an earthquake.

Shelter in Place Procedure

Shelter in Place Procedure should be conducted when you are instructed to do so by emergency personnel, your radio or television emergency broadcast, or you see a vapor cloud, or if you smell an unusual odor outside (It is critical to make sure it is not natural gas, which smells like rotten eggs – if it does, follow Gas Leak procedures and evacuate the building instead).

Shelter-In-Place supplies are located by the exterior door of the storage room (next to room 6).

1. If sure it is not natural gas leak (does not smell like rotten eggs), gather all students and staff inside. (If visitors on site, they stay in building too.)
2. Call 911, if you have not already done so. Director or designee turns on and listens to the regional or local radio station. Listen for emergency information from your local fire or police department.
3. Director or facility manager turns off all fans, heating, cooling, or ventilation systems & clothes dryer.
4. Close and lock windows and doors, and close as many interior doors as possible.
5. Close off non-essential rooms such as storage areas, laundry room, etc. (Pull out indoor emergency supplies from storage area back door area.)
6. Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove and dryer vents with plastic sheeting, aluminum foil and/or duct tape.
7. Stay alert to loudspeaker announcements. Emergency personnel from your local police or fire

departments may give you specific instructions via loudspeaker or door to door.

8. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth. (Masks included in emergency supplies kept inside in storage area.)
9. If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injuries, keep children away from windows.
10. Director should stay in touch with responding agencies/emergency personnel.
11. Advise parents not to pick up children from the school until the incident is over. The presence of parents searching for their children will cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, do not open the door to let anyone in and out unless given the all clear by emergency personnel.
12. Have school emergency supplies and emergency contacts handy.
13. Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.
14. Director will report incident to licensor.
15. Director will complete a written incident report at the earliest opportunity.

Bomb Threat During the Bomb Threat Call:

1. Do not hang up! Keep the conversation going and attempt to get the following information:
 - Where is the bomb?
 - What time will it go off?
 - What kind of bomb is it?
 - Who are you?
 - Why is this going to happen?
2. Listen for and document:
 - Voice of male or female
 - Speech impediment or accent
 - What kind of background noise there is
 - Cell phone or land line
 - Note the Time, Date

Immediately after the Call:

1. Notify the school Director.
 - Call 911
 - Initiate a lockdown. Follow Emergency Lockdown procedure
 - Confer with fire and police about evacuation.
 - Have teachers and staff glance around their area for suspicious items. (DO NOT MOVE SUSPICIOUS ITEMS.)
 - If the decision is made to evacuate the building, follow building site evacuation procedure.
 - Director will notify parents if evacuated or moved to an alternate location.
 - Director will notify licensor.
 - Director will complete written incident report at the earliest opportunity.
 - All parents will be notified about the incident.

Suspicious Mail or Package

1. Do not touch, smell or taste unknown substances.
2. Cover substance with paper, trashcan, clothes, or other material.
3. Evacuate and seal off room.
4. Wash hands thoroughly.
5. Mark room as “Dangerous.”
6. Call 911.
7. Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
8. Director will inform all parents of the incident.
9. Director will report incident to licensor.
10. Director will provide a written incident report at the earliest opportunity.

Emergency Lockdown/Intruder Alert Procedure

From time to time, schools and childcare centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around, or who makes you fearful for your safety or the safety of others, then you maybe faced with an intruder situation. Key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building’s staff understand, support and participate in the Intruder Alert Procedure.
2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events.
4. Parents should not try to enter the school during a lockdown, and may be kept away from the school until authorities determine it safe.

Intruder Alert Procedure

5. If a person(s) come into the facility, the Director of designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately have someone call 911.
6. If a weapon is present, DO NOT CONFRONT – give another staff member a pre-determined hand signal to call 911 immediately.
7. If no weapon is suspected, the Director will confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of another staff member.
 - Introduce yourself and the person with you to the individual in a non-confrontational way
 - Ask the individual who he/she is and how you can be of assistance
 - Inform the individual of the policy that all visitors need to sign in, and guide him/her to the area that it is done.
 - If the individual refuses, do not confront him/her. Give the other staff members the pre-designated hand signal to call 911.
5. If it is determined that the safety and health of children and staff are in jeopardy:

- If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.
 - If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert the staff of potential danger.
 - If children are outside when a “Code Red” is called, or shots are heard or fired, teachers will quickly move children back into the facility and to the nearest classroom for lockdown.
6. Upon hearing the lockdown announcement the following steps must be implemented:
- Staff should quickly check the hall and restrooms closest to their classrooms and get children into the classrooms
 - Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights
 - Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side and use it as a buffer.
 - Staff will maintain (as best as they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. You may want to gather in a story circle behind the table.
 - Teacher will keep all children in the classroom until an all-clear signal has been given.
 - Director or designee will immediately call 911 and stay on the phone help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an “all clear” has been called.
 - Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures
 - When “All Clear” is heard, the Director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
 - Director will apprise parents of all “lockdowns,” whether practice or real.
 - Director will report incident to licensor
 - Director will complete a written incident report at the earliest opportunity.

Incident or Suspicious Activity while on Playground

- If while outside/on the playground you see police activity, or anything that appears to be escalating into a potentially dangerous situation, calmly gather your children back up and take them back into the school immediately.
- Immediately notify the Director.
- Director will implement the Emergency Lockdown procedure if appropriate.
- Director will assess the situation to determine next steps.

Disaster Supply List

Water and emergency food and supplies are all contained in the Emergency Supplies Shed: (Emergency money is in the office safe. Additional water, food, plastic, duct tape, foil, masks also kept inside need exterior door of storage area in case of Shelter in Place crisis.)

Batteries (also in office + classrooms along with flashlights)	Office supplies (pen, paper, tape)
Battery Operated Radio (also in Office)	Ouch Report Log
Bleach, unscented	Paper towels
Books and games	Pet supplies
Buckets	PineSol or similar product
Can Opener (manual)	Plastic garbage bags (large, one per child for rain protection)
Comfort kits for children	Plastic garbage bags (medium, for toilets)
CPR mouth barriers	Plastic kitchen supplies
Crowbar	Pliers
Disaster Plan (copy)	Safety Pins
Disposable wipes	Sanitary napkins
Emergency Information for students	Scissors
First Aid Kit	Stapler (heavy-duty) and staples
First Aid Book	Soap
Flashlights/Lanterns	Tarp or tent (also use pop-up tents)
Food (3-day supply)	Toilet paper
Gloves, disposable and heavy material/leather	Towels
Hand sanitizer	Walkie Talkies (Copier room)
Matches or lighter	Water (3-day supply)
Medications and or/equipment for children/staff with special needs (office staff must take medication boxes outside if evacuating building)	Whistle
Money, change, and small bill (office safe)	Wrench
	“Emergency toilets”

Classroom red bags contain the following items: First aid kit (Band-Aids, gloves, emergency write up forms (Ouch Reports), CPR mouth barrier. Teachers always take authorizations, medical/allergies, student contact information and sign out sheets outside with you in the event of an evacuation.

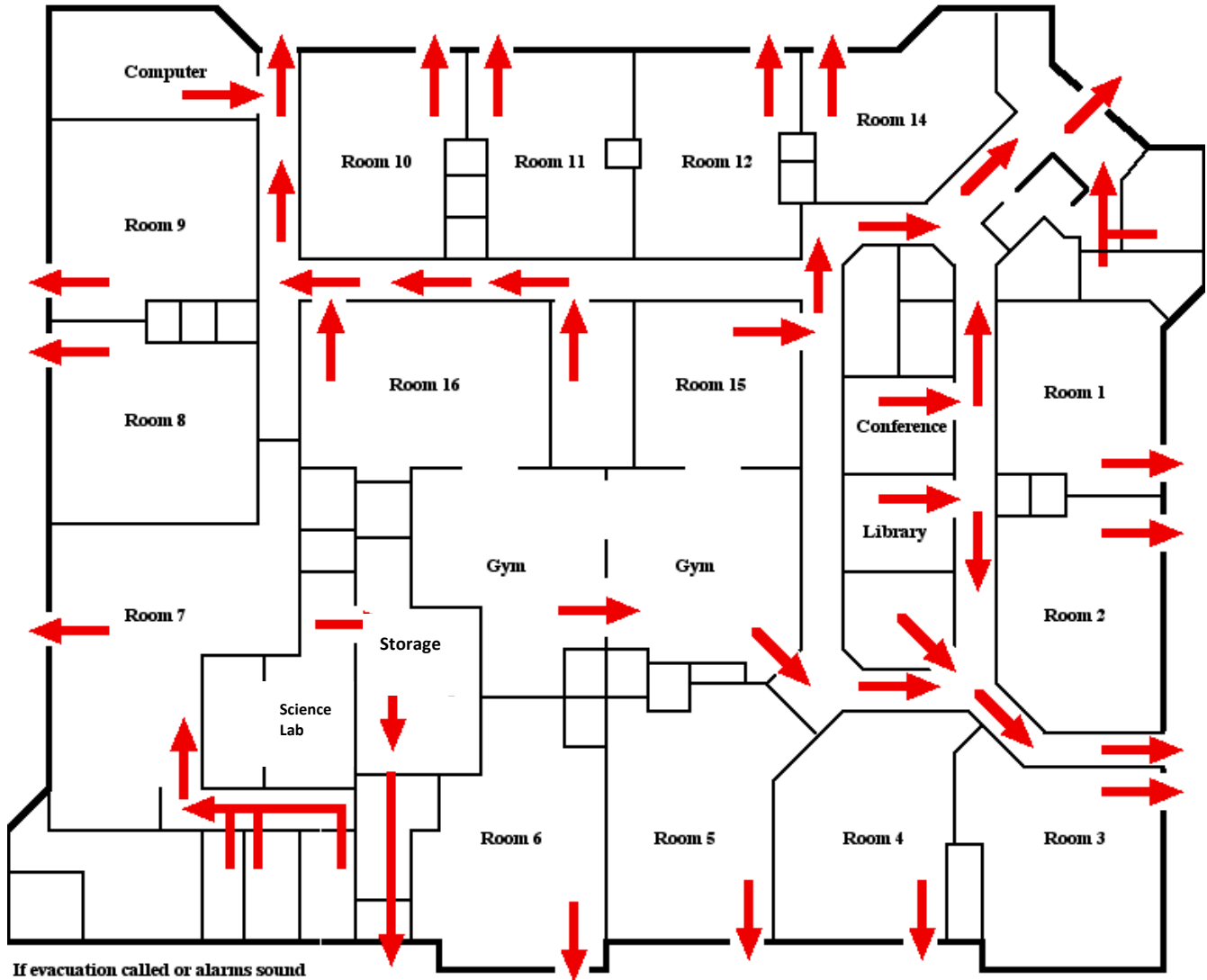
A fully stocked first aid kit is kept in the office (next to the sick bed), containing:

- Adhesive tape
- Band-Aids
- Cotton balls
- First aid guide
- Gloves
- Large triangular bandages
- Roller bandages
- Small scissors
- Soap
- Sterile gauze pads
- Syrup of ipecac (to be used only after calling Poison Control if they authorize)
- Tweezers

Our first aid kits do not include medications, medicated wipes, or medical treatments that require parental permission. Emergency lights continue to operate in the building even when lights have been turned off. Every classroom also has several flashlights (to be kept in the classroom bag). Teachers are expected to routinely check to make sure batteries are fresh; replenish as needed.

Office Staff takes out iPads, Authorizations List, and Emergency Contacts book in the event of a fire drill, safety drill or any evacuation. A copy is kept in the emergency shed as well, updated monthly.

SMS Fire and Emergency Evacuation Plan Primary Escape Routes



- Teachers take emergency bag and lead students to designated playground through outside door or indicated corridor route.
- Children leave coats and bags on hooks/in lockers.
- Teachers/aides check bathrooms and closets for students.
- Office staff members check classrooms, bathrooms, and corridors to ensure everyone has evacuated.
- Teachers take attendance on playground and report to Director or office staff for census.
- **DO NOT RETURN TO BUILDING UNTIL ADVISED BY INCIDENT COMMANDER (Director) OR FIRE DEPARTMENT.**