

Bellevue Montessori School

Emergency Response Plan

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 www.bellmontessori.com. Your feedback is always welcome.

All teachers review the plan, and a copy is kept in each classroom. Additionally, annual training for administrative staff and lead teachers is conducted annually, and a refresher at least once a year.

BMS has a monitored alarm system and fire pull stations. We are served by the Clyde Hill Fire Station at 9605 NE 24th Street, Clyde Hill, WA 98004. A minimum of two emergency response activation buttons are located at the Main Campus and the Rossano Campus.

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.

Command Center

Command Center will be in complete charge of matters pertaining to children, staff, and the buildings during a drill or emergency. The **Administrator in Charge** at each campus will be: **Jen Hamilton** at the Main Campus, **Susan Locke** at the Rossano Campus, and **Krithika Rangan** at the Park Campus. 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:

- Consistent response in similar situations;
- A clear position of authority;
- Clear communications, and
- 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:

Administrator in Charge: (Director-Susan Locke, Jen Hamilton, Krithika Rangan)

Command Center Team:

- **Logistics, Communication, and Documentation:** Front Desk Administrators - Leigh Ann Puckett, Clark Harrell, Lela Reynard, Bridget Wong and HR - Kelly Yee
- **Planning, Training, Supplies, and Equipment:** Health & Safety Administrator - Alyssa Heaton
- **Facility Check and Security:** Facilities Manager - Jessie Srinivasan-Mira
- **Search & Rescue:** Available Admin, & Facilities Manager - Jessie Srinivasan-Mira (after facilities check)
- **First Aid:** Associate Teachers and Lead Elementary Classroom Assistants, as needed
- **Child Management:** Lead Teachers
- **Check-in Gate & Release Gate:** Kitchen/staffing concierges - David Tellez & Rebecca Herrera

During Activity Club:

- **Main Campus:** The person answering the phones is the **Administrator in Charge** if no administrator is present. The Activity Club teachers would act as the **Command Center Team**
- **Park Campus:** the After School teachers are **Command Center Team** members
- **Rossano Campus:** the person answering the phones is the **Administrator in Charge** if no administrator is present. The Activity Club teachers would act as the **Command Center Team**

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

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.
- The lead teacher must account for every child.
- 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 putting work away, changing shoes, and the like.
- The lead teacher will always have available a list of students and their emergency contact information as part of the **Grab & Go Bag**.
- If any person is injured at any time, a teacher or administrator shall immediately call 911 and then notify a command Team member.
- The Head Teaching Staff will ensure that additional support is provided to children with special needs and that medication is administered to children with medical needs.
- All staff will assist the appropriate authorities in entering the building.
- 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.
- Once the classroom group is in place, either in their room or at the safe meeting place, one Intern/Assistant will remain with the group, all others will report to the Command Center Team for Assignment.

The **Command Center Team** will look for any Police Officer, Firefighter, or other emergency personnel and provide entry into the building.

Following any emergency or drill, the **Administrator in Charge** shall prepare a report and meet with the **Command Center Team** to evaluate the emergency response or drill. These reports shall be kept in the School Records.

Staffing Shortage

In the case of staff absences causing a classroom to fall below their required adult-to-child ratio, the **Administrator in Charge** and/or the **Command Center Team** will adjust staff placement to accommodate. If no staff can be moved from other classrooms, then members of the **Command Center Team** or the **Administrator in Charge** will be assigned to the room in question.

Fire

- Any Staff member who can smell smoke or see fire, activates the nearest alarm pull station and contacts the **Administrator in Charge** about the location of the smoke or fire.
- If the fire is blocking any exit, one or more **Command Center Team** Members will help with rerouting children and staff affected.
- If it is safe to do so, the **Administrator in Charge** will shut off electricity to the building and exit to the front to direct Fire Personnel.

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, they 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. Turn off all lights.
- A teacher leads the line, and the second teacher (or an administrator) follows. Evacuation is as follows:
 - Rossano Campus:
 - Elementary will go to Hidden Valley Park to the basketball courts.
 - Primary will go to the grassy area alongside the building or in front of the playground fence and prepare to proceed to Hidden Valley Park if needed.
 - Main Campus:
 - All rooms go to their designated spot on the small playground and prepare to evacuate to Rossano Campus or the Corporate Business Park on 112th Ave NE.
 - Park Campus: All children to Hidden Valley Park and prepare to proceed to the parking lot of Hope Presbyterian Church on 24th St if needed.
- 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 firefighter, the Teachers will follow the Release of Children Procedures.
- Parents will be notified by phone or text of the location of the children for release.
- If an area is damaged, a **Command Center Team** Member will take pictures of the 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.

Earthquake

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, cover their 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**.
- 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 person's emergency contact.
- 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.

- When announced by the **Administrator in Charge**, that children may safely be released. Teachers will follow the Release of Children Procedures.
- If one or more children cannot be picked up. Teachers will follow the Overnight Procedures.

Bomb Threat

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.). Each campus front desk has a copy of the bomb threat checklist to help record such information. That person should ask the caller the following questions:

- Where is the bomb, and 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?
- That person will call 911 and supply all information obtained, then notify the **Administrator in Charge**.
- No one should touch any suspicious packages or objects, nor run or otherwise cause vibrations in the building
- The **Administrator in Charge** will confer with the police regarding evacuation.
- If the **Administrator in Charge** requires the building to be evacuated, they 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 ("Reuniting Center").
- After arrival at the Reuniting Center, the Release of Children Procedures should be initiated.

Secure (formerly called Soft Lockdown) - No imminent threat to the building, but precautionary for an outside threat in the local area.

Fire alarms will NOT be activated.

- 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.
- A **Command Center Team** Member makes sure that all exterior, non-classroom doors are locked and lights are turned off.
- Teachers make sure that all classroom doors are locked and lights are turned off. If there are blinds in the classroom, they will be closed.
- Children should be kept away from windows to the extent possible, and the Teachers will lead activities for the children.
- The teacher will keep children in the classroom until the Lockdown is lifted.
- No one will be allowed to enter the School except Police Officers, Firefighters, and other emergency personnel.
- The **Administrator in Charge** will contact parents as soon as safely possible.
- When announced by the **Administrator in Charge** that children may safely be released, teachers will follow the Release of Children Procedures.
- If the lockdown continues overnight or if one or more children cannot be picked up, the teachers will follow the Overnight Procedures.

Lockdown (formerly Hard Lockdown) - Immediate direct threat to the building, staff, and students.

- Fire Alarm and Panic Button will be activated if an armed intruder is seen in front of the building.
- Any staff member who becomes aware of an armed intruder will activate the nearest fire alarm pull station and call 911. Be prepared to include as much information as possible, including the location of the armed intruder, his or her appearance & movements & as much additional information as possible.
- Each Lead Teacher and other Staff members may have to independently take action in the best interest of the children. For evacuation, the person making this decision should use a route that is unpredictable to the armed intruder, getting as far away as possible from the school to get to the safe meeting place.
- Always look to First Responders and **Command Center Team** Members for direction and instruction on

what to do.

- All exterior doors are locked.
- Lights off.
- If there are blinds in the room you are in, close them.
- Classroom doors locked from the inside.
- Children and staff stay away from windows and doors.
- No one in or out of the building, except emergency personnel.
- Cell phones are silenced, and all staff and children remain silent.
- No one exits the classrooms. Students will ONLY be evacuated when directed by emergency personnel or designated Command Team staff.

Active Threat Evacuation - An active shooter or someone who was able to enter the building and is an active physical threat to the staff and children. This is when we would move from a hard lockdown to exiting the building by following the emergency exit plan to evacuate to the designated secure location, based on which direction the threat is coming from.

- Follow the Fire Evacuation plans and head to the assigned safe meeting place that is in the opposite direction from the intruder(s).

Safe Meeting Place:

Rossano Campus: Park Campus or Bellevue Boys and Girls Club at Hidden Valley.

Main Campus: Rossano Campus or the Business Office Park on 112th Ave NE.

Park Campus: Rossano Campus or Hope Presbyterian Church parking lot on 24th St.

Hazardous Materials

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.

- A **Command Center Team** Member will instruct each Teacher whether to follow Lockdown procedures or to evacuate.
- If a Lockdown is required, follow Lockdown Procedures. If evacuation is required, A Command Center Team Member will specify an evacuation route.
- After arrival at the Reuniting Center, the Release of Children Procedures should be initiated.

Pandemic Flu

- 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.
- Per 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.
- Staff, parents, and children are encouraged to have yearly flu shots.
- Staff will be required to stay home if they think they are sick. They will stay home until all flu symptoms are gone.
- 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 reopen only when cleared to do so by the agency that required the closure.
- 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.

- One Member of the **Command Center Team** will identify reliable sources of information and watch for public health warnings about Flu, school closures, and other actions taken to prevent the spread of the flu. That member will communicate with the **Command Center Team**.

Multiple Injuries Procedure

- In the event that 3 or more people on campus are injured, this procedure applies.
- Anyone who observes an injury will call 911 and then call the **Administrator in Charge**.
- 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.
- If possible, the **Administrator in Charge** will designate a central location for treatment.
- In each class, a teacher will make an initial assessment of the injuries to children and other staff. The associate teacher will begin first aid treatment if it is feasible. A **Command Center Team** Member will attend each class to make an independent assessment, and if necessary, the teacher and the **Command Center Team** Member will prioritize treatment based upon whom, in their best judgment, is most likely to survive their injuries.
- If possible, all injured children and Staff will be attended to by a teacher and/or a **Command Center Team** Member.
- 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, or 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.
- When aid arrives, care for the injured will be transferred to the best-qualified person with continuing help from the Teacher and **Command Center Team** Members as necessary.

Overnight Procedure

- In the event of an emergency, lockdown, wind storm, snow storm, or other natural disaster that makes it impossible for a parent or other authorized person to pick up one or more of the children, these procedures apply.
- We have supplies, including food and water, sufficient for all staff and children to last at least 72 hours.
- The teacher and assistant teachers will remain on campus until each child in their class has been picked up by an authorized person. 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.
- 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).
- At night, the teachers will make the kids as warm and comfortable as possible and comfort any frightened child. Both the teacher and assistant teacher will sleep with the children and care for any middle-of-the-night problems any child may have.
- The **Command Center Team** Members on campus will sleep in a classroom and assist the teachers.
- When the children may safely be released, teachers will follow the Release of Children Procedures.

Release of Children Procedures

After an emergency, the following procedures apply:

- When announced by the **Administrator in Charge** that children may safely be released, one of the teachers will call the emergency contact number for each child.
- The location for parent pick up will be determined by the **Command Center Team** Members based on the location they were evacuated to.
- Each child will be released only to a parent (or delegate appointed for this purpose in writing) upon the parents and a staff member's signature that the child has been released to a parent or authorized delegate.
- A written record will be kept of the name of the adult to whom the child was released, along with when they were released and where they will be going.
- All **Command Center Team** Members and teachers will remain on campus, or in the designated safe

meeting place, 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 if required.

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. We have sufficient supplies to last at least 72 hours if necessary.

- Supplied by the families:
 - Medication, if needed.
- Supplied by the school:
 - Water, one gallon per adult per day for at least 3 days and 1/2 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.
 - Battery powered radio and a NOAA Weather Radio with tone alert and extra batteries for both.
 - A flashlight (with extra batteries) in each classroom and kitchen. Each campus has additional flashlights in the following locations
 - Main - Lobby, Treehouse staircase
 - Rossano - Library, parking garage, back stairwell
 - Park - Reception desk
 - A first aid kit is fully supplied in each classroom.
 - Whistle in each classroom to signal for help.
 - Dust masks and plastic sheeting, and duct tape to shelter-in-place.
 - Aluminized rescue blankets, “mylar” for extra warmth.
 - Moist tolettes, garbage bags, and plastic ties for personal sanitation.
 - Wrench or pliers to turn off the water.
 - Can opener and other kitchen supplies for food preparation.

Drills

Drills are conducted on the following schedules throughout the year when the children are on campus.

- Fire Drills will be conducted monthly.
- Earthquake and Lockdown Drills will be conducted monthly in the Primary and Elementary programs, and once a quarter in the Toddler program.

Police Pack

The **Command Center Team** will prepare a Police Pack for each building.

The packs are readily available in case needed.

Each Pack will contain the following:

- A detailed plan of the School Buildings.
- A Flashlight.
- Facility master keys.
- All facility phone numbers.

Grab & Go Bags

Every time a teacher takes the children out of the building, including recess, vendors, drills, and evacuations, they will have a Grab & Go Pack. The Pack will contain the following:

- Emergency Binder containing:
 - Class attendance roster
 - Emergency contact, Health, and Consent for Emergency Treatment forms for each child
 - Campus allergy list
 - Copy of emergency procedures and evacuation instructions
- EpiPens, inhalers, or other child-specific rescue medication
 - These will be in individual bags for each child, labelled with their name and room number, and will accompany that child everywhere
- First Aid Kit and hand sanitizer (for teachers only)

- Flashlight and spare batteries
- Tissues
- Plastic bag for garbage