



## Fire Emergency Operations Plan Contents

Responsibilities.....	1
Fire Reporting.....	2
Evacuation.....	3
Fire Control Procedures.....	3
Post Fire Procedures.....	4
Confidence Testing.....	4
High Value/Hazardous Areas List.....	4
Shut off Valve List.....	4
Floor Plans and Site Plans.....	4

Bellevue Montessori School  
Main Campus  
Fire Emergency Operations Plan

Main Campus  
2411 112th Ave NE  
Bellevue WA 98004

**425-454-7439**

Nearest cross street: 112th Ave NE and NE 24th St.

## **Responsibilities**

To report a fire emergency contact 911 and then contact:

- Fire Safety Director: School Director: Susan Locke;
- Alternate Safety Director: Program Directors: Jen Hamilton, Marnie Stromseth, Elizabeth Vanderpool, or Krithika Rangan;
- Impairment Coordinator: Health & Safety Coordinator: Alyssa Heaton
- Facility Manager: Jessie Mira
- Additional Staff: All Administrators and teachers present.

Keep this Plan Current

- This Fire Emergency Operations Plan will be reviewed annually by the administrators for necessary changes and improvements.
- Training will be required by the Director annually in August of each school year.

Training

- Topics: training will cover any changes to the plan and a review of the contents of the plan including evacuation plans.
- Training will be required by the Director annually in August of each school year and after each fire drill as necessary.
- The HR Manager will keep records of each training session including time and date of training and all attendees.

## Fire Reporting

- Automatic Fire Reporting Systems
  - There are pull stations in the entry way on the main floor, each of 7 classrooms, the kitchen, the lower level library, and at the foot of the stairs connecting the two floors. There is a smoke detector above the fire panel and emergency lighting throughout the school. On each floor there is a fire extinguisher; in the main building they are in the kitchen, library, and alcove between rooms 2 & 3; in the Treehouse building there is one each in rooms 6 & 7. There is a loud and flashing alarm located in the entry way. Each of the main building classrooms are also equipped with a vocal alternate alarm speaker. All signals go to the fire panel, which is connected to Fire Protection, Inc. ("FPI") by radio. FPI will analyze panel data and will contact the Fire Department when necessary.
  - The fire panel for the Main building is located in the Electrical Room which is in the northwest corner of the lower level of the Main Building. For the Treehouse the fire panel is located in the Electrical Room in Room 7. Both doors are well marked by red signs, which read, "Fire Alarm Control Room".
  - FPI monitors the fire protection equipment. It will determine the status of the alarm and notify 911 or the Bellevue Fire Department.
- Procedures for notifying 911
  - All staff members are directed to call 911 if they smell smoke or see flames. Then they are required to notify the Fire Safety Director or Alternate Fire Safety Director.
  - When calling 911, please provide the following information:
    - The nature of the emergency;
    - The building address and nearest cross streets, which information is provided at the beginning of this Fire Emergency Operations Plan;
    - Any specific information known, such as the building name and floor and the device activated if applicable.
- Procedures for False Alarm
  - If the report was made to 911 directly by a staff member, the Fire Safety Director will call 911 to report a false alarm.
  - If the call to 911 was made by FPI, the Fire Safety Director will communicate with FPI and follow their directions.

## **Evacuation**

- Assignments
  - Lead Teachers as wardens of their classrooms will be responsible for evacuation of their classrooms. Administration is responsible for evacuation of any visitors.
  - Fire Safety Director will coordinate with the Fire Department on all matters. They will communicate with all Lead Teachers if evacuation plans need to be altered.
  - The Impairment Coordinator will communicate with all Lead Teachers about any injuries or difficulty in evacuation.
  - The Lead Teachers will assist any children or any other teacher in the classroom should he or she require help in evacuation. This duty may be delegated to another staff member in the classroom at the time. In the alternative, the Lead Teacher may contact the Impairment Coordinator for assistance.
- Evacuation of Young Children
  - Lead Teachers will follow these fire emergency or fire drill procedures:
    - 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 specified above.
  - If an area is damaged, the Facilities Manager 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.

## **Fire Control Procedures**

- Procedures to be followed during a fire emergency:
  - 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 the Fire Safety Director about the location of the smoke or fire.
  - If it is safe to do so, the Facilities Manager will shut off electricity to the building. The building will be left unlocked.

## **Post Fire Procedures**

- Drill:
  - The Fire Safety Director (or alternate) will communicate that the classes may return to their classrooms and discuss the drill.
- Other:
  - If it is not a drill, teachers may be asked to take the children to an alternate location. If instructed by the Fire Safety Director or a firefighter, the teachers will follow the Release of Children Procedures in the Emergency Response Plan.
  - An administrator will put a recorded notification on the school's phone system and

send a broadcast email to all parents in case of emergency.

## **Confidence Testing**

- Fire Safety systems will be inspected and tested annually by FPI or alternate certified companies.
- The Fire Safety Director will ensure that the fire extinguishers are inspected by staff monthly.
  - The fire extinguishers are to be inspected after each monthly fire drill.

## **High Value/ Hazardous Areas List**

- All of the educational materials in classrooms and in the lower floor storage area are of high value and water susceptible materials.
- Bellevue Montessori School does not store combustible or hazardous materials.

## **Shutoff Valve List**

- The water shutoff for the Main Campus is located on the corner of NE 24th Street.
  - The key to shut the water off is stored by the lockers in the kitchen, hanging up by the Police Bag.
- Electricity to the Main Campus can be shut off in the Electrical Room which is in the basement electrical room in the 2 gray metal electrical panels.

## **Floor Plans and Site Plans**

- Inserted at the end of the Plan are floor plans for the Main Campus. A copy of the floor plans is in the Police Pack as well.
- The nearest fire hydrant is located on NE 24th Street between 112th Avenue NE and the School's NE 24th Street driveway.
- Fire Department vehicles can access the school in three ways:
  - Up our steep driveway off 112th Avenue NE;
  - Through the exit off NE 24th Street. This access is flat;
  - To get to the Treehouse, there is a small steep maintenance driveway to the south of the 112th Avenue NE entrance.
- To provide a key to the Fire Department for each door on campus, Bellevue Montessori School has installed a Knox Box by the door to the administrative area west of the main entrance. Keys and codes to gates will be in the Police Pack which is in an alcove that is immediately north of the administrative area door (west door), in the kitchen by the staff lockers for the Main building, and in the stairwell for the Treehouse building.