



## Fire Emergency Operations Plan Contents

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Bellevue Montessori School  
Park Campus  
Fire Emergency Operations Plan

Park Campus  
10909 NE 24th St  
Bellevue WA 98004

**425-455-5011**

Nearest cross streets: 109th 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; and
- 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 smoke detectors and pull stations throughout the building and in each classroom and emergency lighting throughout the school. On each floor there is a fire extinguisher, one in each of the 3 classrooms and one in the staff kitchen. There is a loud and flashing alarm located in the entry way. 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 is located in the Electrical Room which is located in the Birch classroom. The door is well marked by a red sign, which reads, "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 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 Park Campus is located in a bench in the Birch classroom.
  - The key to shut the water off is stored in the Directors office, hanging up in the closet area.
- Electricity to the Park Campus can be shut off in the Electrical Room which is in the Birch classroom.

## **Floor Plans and Site Plans**

- Inserted at the end of the Plan are floor plans for the Park Campus. A copy of the floor plans is in the Police Pack as well.
- The nearest fire hydrant is located on NE 24th Street across the street from the western end of the School's parking lot.
- Fire Department vehicles can access the school through the parking lot off of NE 24th St
- To provide a key to the Fire Department for each door on campus, Bellevue Montessori School has installed a Knox Box by the main entry door. Keys and codes to gates will be in the Police Pack which is located on top of a cabinet behind the reception desk.