

## Center Emergency Plan

### Far Horizons Montessori School

Emergency Evacuation Site: We will relocate to the Amazon Community Center, 2580 Hilyard Street. If the community center is also not safe, our second site is the Roosevelt Middle School Cafeteria, 500 East 24<sup>th</sup> Avenue. In the event that both locations are unsafe, we will post our location on our front door as well as email all families.

#### Evacuation of Facility

- Escort Children to a designated meeting spot taking attendance sheets, emergency contact information, first aid kit, rescue medications and forms, cell phone, food and water
- Search all areas to ensure that all have left the building
- Account for all children, staff, and visitors
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, call 911 and notify them of your location

#### Fire

Each staff member is scheduled to perform the duties of a fire drill on a rotating schedule, including pulling the fire alarm, checking areas where children may be located or hiding before leaving the building, accounting for all children and staff members at the evacuation site, and turning off the fire alarm. These drills are performed once a month. In addition, one other aspect of the emergency plan is practiced every other month.

Fire extinguishers are marked on the floor plan along with evacuation routes. These are posted in each room. Smoke alarms are on the premises and in the nap room. These are checked monthly and maintained yearly.

During a fire emergency:

- Activate the fire alarm
- Evacuate the building quickly and calmly:
  - if caught in smoke, have everyone drop to hands and knees and crawl to exit
  - put clothing over nose and mouth to use as a filter for breathing
  - if clothes catch fire, STOP DROP AND ROLL until fire is out
- take attendance sheets and emergency contact forms (responsibility of lead teacher)
- have staff person check areas where children may be located or hiding before leaving the building (responsibility of director/substitute director)
- Gather in meeting spot outside and account for all children, staff, and visitors

- Call 911 from outside the building
- Do not re-enter the building until cleared by the fire department

### Floods:

Be aware of any flood watch: flooding may occur in your area

Be aware of any flood warning: flooding will occur or is occurring in your area

During a flood emergency:

- Determine if the program needs to be closed
- Notify parents/guardians to pick up child or not drop off children if program is to be closed
- Monitor radio for updates and any emergency instructions

If facility is in imminent danger of being flooded:

- Escort children to designated meeting spot
- Search all areas where children may be located or hiding to ensure that all have left the building
- Account for all children, staff, and visitors
- Leave note at program site to indicate where we are going
- Evacuate to higher ground, taking attendance sheets, emergency contact forms, cell phone, food and water, and a battery operated radio
- Do not walk or drive through flooded areas
- Stay away from moving water and downed power lines
- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, call 911 and let them know of your location
- If you have come in contact with floodwaters, wash hands thoroughly
- Throw away any food that has come in contact with floodwaters
- Consult with the health department regarding clean up procedures

### Earthquake

If indoors:

- Quickly move away from windows, unsecured tall furniture, and heavy appliances
- Everyone DROP COVER AND HOLD
  - Drop to the floor
  - Cover head with neck and arms and take cover under sturdy furniture against interior wall
  - Hold on to furniture in under it and hold position until shaking stops
  - Keep talking to children in a calm manner until safe to move
  - Do not run or attempt to leave the building while the earth is shaking

If outdoors:

- Move to a clear area, as far as possible from glass, brick, and power lines
- DROP AND COVER

After earthquake:

- Account for all children, staff and visitors
- Check for injuries and administer first aid if necessary. Call 911 for life-threatening emergencies
- Expect aftershocks
- Determine if evacuation is necessary and if outside areas are safe. If so, evacuate the building calmly and quickly
- Escort children to designated meeting spot outside and account for all children, staff, and visitors
- Shut off main gas valve if you smell gas or hear hissing sound
- Monitor radio for information and emergency instructions
- stay off all phones (for 3-4 hours) unless someone has a life-threatening emergency. Email parents of where to pick up children
- remain outside of the building until it has been inspected for re-entry

### Severe Storm

Be aware of any storm watch: storm may affect area

Be aware of any storm warning: storm will soon be or is impacting your area

- Determine if program should be closed
- Notify parents/guardians to pick up child or not drop off children if program is to be closed
- Monitor radio for storm updates and emergency instructions
- Use telephone for essential communication only

### Landslides, Tsunamis etc

- Evacuate if possible
- If too late to evacuate, take cover under sturdy furniture
- If outside, stay out of path, run to high ground
- If debris is approaching, run for cover of trees or building
- If escape is not possible, curl into a ball and protect head
- When safe, account for all children, staff, and visitors
- Check for injured or trapped persons, but stay clear of danger and await rescue personnel

### Acute Illness of Child or Staff

- Isolate sick persons from the rest of the group in the office and make arrangements to leave the program
- Wash hands well and often
- Enforce exclusion policies for children and staff-insist sick people stay home

### Dangerous Person/Lockdown

If a person at or near your program is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff members, and be ready to put a plan in action

- Immediately let staff know of dangerous or potentially dangerous person
- Initiate LOCKDOWN, cover and lock all windows, lock any unlocked doors, turn off lights, stay away from doors and windows, bring attendance sheets, first aid kits, comforting items, and books
- Maintain clam atmosphere by reading or talking quietly with the children
- Call 911 from a safe place
- Remain in lockdown until situation is resolved
- Notify parents/guardians of any lockdown, practice or real

The center will ensure that parents or emergency contacts can be reached in person by having their information and updating it regularly. The lead teacher in each classroom is responsible for bringing attendance sheets and emergency contact information. This information is located in each classroom and in the childcare room. The lead teacher will take roll based off of the attendance sheets and notify the director immediately if anyone is unaccounted for. The lead teacher will call parents/guardians or emergency contacts to arrange pick up at the alternate location. Staff will leave a note on the front door indicating where we are evacuating to.

Infants and toddlers, and children with special needs will receive extra support from staff including but not limited to carrying the child to safety, staying one on one with the child, and bringing comforting or therapy items. For infants and toddlers, materials to change diapers, as well as formula, food, and water will be brought during any evacuation. Children with chronic medical conditions will have their medication and medication authorization forms taken with during evacuation, and any other items necessary for their continued health.

In the event that children are in the care of the program for longer than normal, food and water will be provided as well as warm clothes/blankets until the time that they can be reunited with their parent/guardian.