



Natures Way Montessori

TALL OAKS OUT OF LITTLE ACORNS GROW

Emergency Preparedness Plan for Nature's Way Montessori

Emergency Plan Overview

Introduction

Nature's Way Montessori, LLC. (NWM) 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 sign in table and on www.natureswaynapavalley.com.

All teachers and assistant teachers take CPR/First Aid training every two years. All teachers review the Emergency Response Plan and keep a copy in their classrooms. Additionally, annual training for review is held during in-service days.

Our campus has monitored fire alarm systems and fire pull stations. They are monitored by Signal Services. We have a Knox box which can be opened by the Fire Department at any time. In the boxes are keys to all buildings and detailed facilities information. Our campus is inspected annually to be sure everything is in working order. In planning for and carrying out this plan, the safety of the 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.

Nature's Way Montessori is committed to its responsibility to provide a framework for preparation, response, recovery and mitigation in the event of an emergency. Our school is located in an area at risk for a variety of emergencies. It is located in a geologic area highlighted by major earthquake faults, in a rural area that is at risk for fire.

Purpose

The Emergency Preparedness Plan has been developed to provide a comprehensive guide to responding to emergency situations that may face NWM. These include but are not limited to:

Earthquakes

Fires

Civil Disturbance

Major transportation or industrial accident

Bomb Threats or other acts of violence

Objectives

We will comply with the State of California Education Code related to emergency procedures.

We will provide a basis for emergency response, education and training.

We will ensure that all aspects of an emergency/disaster response are assigned and coordinated to meet the needs of the school in coordination the community response plans.

We will provide maximum safety and protect students, staff and visitors from injury.

We will maintain and restore normal services as quickly as possible following an emergency, incident or disaster.

Command Center

The Command Center Team will be in complete charge of matters pertaining to children, staff and the buildings during a drill or emergency. The HOS will be the Administrator in charge of the Command Center. All Administrators and Admin. Assistants present in the school will be part of the Command Center Team. If more Command Center Team members are needed, the HOS 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 Center Team will be responsible both during an event and following it.

	Command Center	
Operations	Logistics	Planning and Training
Facility Check	Communication	Supplies and Equipment
Search and Rescue	Documentation	

First Aid/Morgue		
Child Safety and Release		

Following any emergency, the Administrator in Charge will meet with the Command Center Team and all Head Teachers to evaluate the emergency response. Following any drill, the Administrator in Charge will meet with the Command Center Team to evaluate the drill. Reports of these meetings shall be kept in the school records.

Emergency Response

Emergency Organization

This plan describes an emergency organization based on the assumption that emergency response personnel will be unavailable and that the director, teachers, and others will be required to carry out first-aid, search and rescue, fire control, and other first hour priority actions. The plan is designed so that anyone can step in and follow the appropriate checklist as positions are assigned.

Notification

Any employee, staff member, visitor, or volunteer who observes an incident or condition, which could result in an emergency, should report it immediately to the HOS. Notification may occur via a runner, telephone, or cell phone.

Activation

The HOS will initiate the appropriate emergency procedures and activate the emergency response plan assuming the role of Incident Commander. Teachers will respond according to direction and follow the duty checklist.

Emergency Response Teams

The Emergency response Teams provide the coordination and support of the various Incident Management Functions. They fulfill these roles until the event is secured or until relieved by higher authorities or outside agencies. Duty checklists identify the activities to be fulfilled during the emergency.

Emergency Operations Center or Command Team

Led by the HOS and assumes overall responsibility for the direction and control of the response to the event.

Collaborates with outside agencies to establish priorities and objectives for response.

The HOS will:

Assume overall leadership of emergency response.
Authorize announcements or messages of evacuation.
Appoint Team Leaders and members.
Establish site of the Emergency Operations Center.
Brief the staff.
Carry out objectives and established policies.
Provide for teachers to contact family members.

The team will:

Locate the Emergency Operations Center bin.
Set up the EOC.
Receive and prioritize all incoming messages.
Establish and maintain communication with local authorities.
Maintain logs of all activities.
Distribute messages to other teams.
Assure safety of essential school records.
Collect other team logs, forms and documentation.

First Aid

The person that is best qualified will lead this team.
They will establish a First Aid treatment area.
They will categorize the injured and provide direct care.
They will report all activities to the Emergency Operations Center.
They will assign team members to periodically check staff and students to detect injuries/illness and bring to treatment area.
They will complete message forms and send to EOC to coordinate transportation and/or request assistance.

Morgue

This team will be responsible for victims that are deceased.

Search and Rescue

This team will coordinate search and rescue.
They will report all activities to the Emergency Operations Center.
They will perform the initial sweep of school and grounds.
They will tag doors: X to signify clear area.
They will check every room visually, vocally and physically. They will take notes.
They will rescue trapped or injured to first aid area.
They will report damage to EOC.

Security/Site Safety Team

- This team will shut off the utilities if needed.
- This team will perform fire fighting.
- This team will secure the campus by putting up signs to direct parents to the student release area.
- This team will complete the damage assessment of the school facilities.
- This team will report all activities to the Emergency Operations Center.

Student Release Team

- This team will be responsible for the release of students as designated on emergency cards.
- They will maintain a log and report updates to the Operations Center.

Student Safety Team:

- This team will be responsible for the children.
- They will report to the Emergency Operations Center.

Supplies and Support Team

- This team is responsible for the distribution of supplies, food and water.
- This team will provide for the sanitation needs of the school population.
- This team will report all activities to the Operations Center.

Communications

- School site communication will occur by runner and walkie-talkies.

Emergency Procedures

Fire

- Activate Fire alarm.
- Rescue those in immediate danger. Smother the fire by wrapping the person in heavy fabric (coat, rug, curtain) and roll the person on the ground.
- Put out small fires with extinguisher.
- Evacuate to a safe area using the map posted. Walk quickly to your designated area.

Take your roll book and emergency backpack. Take roll and report any missing students to HOS via runner.

Keep students clear of emergency vehicle access routes.

DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY HOS

Earthquake

When the earth begins shaking, DROP, and command all others to DROP. Drop to knees, head down, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.

If possible try to get under a piece of furniture and instruct all to hold on to a piece of furniture so that the shaking of the ground does not cause the protection to move away.

Remain under cover until the earth stops shaking.

Evaluate the situation. If emergency help is needed, contact the HOS.

Determine who can walk or be moved by others with you.

Evacuate the building following the fire drill procedure. Remember your roll book and emergency backpack.

Take roll and report the number of injured or missing students to Director via runner.

Remain calm and attempt to keep others calm. Do not leave your children.

FOLLOW THE DIRECTIONS OF THE HOS. DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY DIRECTOR.

Assume the duck and cover position during aftershocks.

Dangerous Person on Campus

A stranger on campus with or without a weapon defines a dangerous person on campus. It could also be a person with a legitimate purpose on campus (student, staff, authorized visitors, or parents).

Response will depend on the teacher, or teachers, present at the moment and where the attack occurs.

If you notice a stranger on campus please ask the person their business and assist that person to the director to check in.

If you notice a dangerous person on campus notify director at once.

If students are outside have them return inside or lie down flat and cover their heads.

If inside, lock doors and secure the facility.

Close all curtains and blinds.

Keep children calm.

If possible place green paper in window for safe and ok, red paper in window for not safe or not ok.

FOLLOW THE DIRECTIONS OF THE HOS. WAIT FOR ALL CLEAR FROM HOS.

Hostage Situation

A hostage situation exists when a person or persons takes control of and holds another person against their will, by means of physical force or threat of harm.

Direct all strangers or visitors to the office. Immediately notify HOS of suspicious persons or behavior.

Remain calm.

Speak calmly.

Follow the instructions of the hostage taker.

Do not force the issue physically or mentally.

Calmly inform the hostage taker of any special needs of others in the classroom.

Keep a distance between yourself and the hostage taker if at all possible.

Do not make any sudden moves. Ask permission to move if needed.

Try to keep all students calm and under control.

Speak to the hostage taker in a calm but firm voice. DO NOT SHOUT.

Wait for help.....IT IS COMING.

Hazardous Material Event

Chemical accidents of disaster magnitude would include tank truck accidents of toxic materials that are spilled.

Fire and police will determine the extent of the danger and communicate to the Director.

FOLLOW THE DIRECTIONS OF THE HOS.

Gather students.

Take roll.

Close all doors and windows. Shut off ventilation.

Use tape, rags, clothing or any available material to seal air leaks at windows and doors.

Shelter in place until advised to do otherwise.

If gas is entering the building, protect everyone with a wet cloth over the mouth and nose. Have everyone breathe in short, quick shallow breaths.

If ordered to evacuate, proceed with school evacuation plan.

Take roll and report any missing students or ill children.

Explosion or Crash

A violent accident could be an explosion (bomb) an aircraft or car crash occurring on campus or nearby rendering a building or area unsafe.

Immediately command all persons to DROP. Take cover under tables.

Survey the scene. Identify injuries. Administer first aid to life threatening injuries.

Evacuate. Take roll book.

If danger is imminent, evacuate immediately.

Be aware of structural damage. Be careful not to touch or move things.

Assist others.

Assemble at designated fire place if safe. If not, seek a safe gathering place.

Take roll.

Communicate to the Director.

DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO OR UNTIL THE ALL CLEAR HAS BEEN GIVEN.

Bomb Threat

If any person receives a phone call about a bomb or other danger to any building of NWM, 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.). That person should ask the caller the following questions:

Where is the bomb?

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?

Immediately call 911 and supply all information obtained. Inform the HOS.

If you observe a suspicious object, DO NOT TOUCH IT. Clear the area and call the HOS. She will call the police.

The police will conduct a detailed bomb search. You will make a cursory inspection of your classroom or area for suspicious objects and report to the authorities.

If evacuation is warranted, the police will inform the Director and she will notify you. Evacuate quickly using escape routes.

If possible, remain behind solid cover such as another building.

DO NOT RETURN TO A BUILDING OR AREA UNTIL TOLD TO DO SO.

Violent or Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them as outlined.

DO NOT TAKE ANY UNNECESSARY CHANCES.

If you are a victim of, or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, notify the Director immediately.

Fill out a special incident form.

Assist administration and police when they arrive by supplying them with all additional information and ask others to do the same.

Report the presence of anyone loitering on or near the campus. Do not assume that others have already reported it. It is better to have two reports than none.

Air Raid or Nuclear Alert

If an enemy attack is imminent the Director will make an evacuation/dismissal announcement.

In the event of a surprise attack and a bright flash appears, immediately do the following:

Outside: Drop to the ground, face down and cover head with arms. Direct others to do the same.

Inside: Take cover under the nearest table or lie flat, cover head, near a wall.

If evacuation is ordered proceed as for fire drill. FOLLOW DIRECTIONS OF THE HOS.

Loss of Power/Water

As soon as power goes down and emergency lighting comes on, the Administrator in Charge will initiate a broadcast email to parents about the power failure and to ask them to pick up their children as soon as possible. The email may be sent from the schools computer system or from alternate computers such as an iPad or an iPhone. If the computer system no longer works, it will be necessary to telephone one of the parents for each student to request that the parent pick up his or her child.

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.

In accordance with 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 and the child is ready to work.

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, a Command Center Team member 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 NWM 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 closings, and other actions taken to prevent the spread of the flu. That member will communicate with the Command Center Team.

Multiple Injuries Procedures

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. In each class, a teacher will make an initial assessment of the injuries to children and other staff. Each teacher will begin first aid treatment. A Command Center Team member will attend each class to make an independent assessment and assist if necessary. 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, 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.

Overnight Procedures

In the event that an emergency, lockdown, earthquake or other natural disaster makes it impossible for a parent or other authorized person to pick up one or more of the children, these procedures apply:

- 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 children as warm and comfortable as possible and

comfort any frightened child. Teacher, classroom and administrative staff will sleep with the children and care for any middle of the night problems any child may have.

- When the children may safely be released, staff 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 be safely released, staff will call a parent or emergency contact for each child.

- Each child will be released only to a parent (or delegate appointed for this purpose in writing) upon the parent's and the teacher's signature that the child has been released to a parent or authorized delegate.

- Command Center Team members and a sufficient number of teachers will remain on campus or at the off campus pick up site 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 and follow Overnight Procedures in Section XII 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.

Supplied by the families:

- Medication if needed.
- Emergency packet to include: a letter; a change of clothing, snacks, an emergency mylar blanket
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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 for each classroom
- First Aid Kit 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;
- Moist toiles, garbage bags and plastic ties for personal sanitations;
- Can opener and other kitchen supplies for food preparation.

Drills

Fire Drills will be conducted monthly throughout the year when children are on campus.

Earthquake Drills will be conducted quarterly.

Lockdown Drills will be conducted one time a year.

Parent emergency pick up will be conducted one time a year.

Police Packs

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;

Facility phone number.

Grab & Go Packs

Every time a teacher takes the children out of the building (including recess, drills and evacuation), she or he will have a Grab & Go Pack.

The Pack will contain the following:

Class attendance list;

Emergency contact forms for each child and classroom staff members

Epi-pens or other child specific rescue medication;

First Aid Kit;

Towels or wipes; and

Disposable gloves