

# Montessori of Alameda

## Emergency Operations Plan



### Introduction

The purpose of the emergency operations plan is to provide procedures to deal with any emergency we may face in our community. Emergencies may be natural disasters such as earthquakes that often strike without warning. Emergencies also include fires, floods or potentially violent situations.

### Goal

The goal is to protect all children, staff and all other occupants of the building from threatening circumstances. The primary objective for the following situations is:

1. **Fire** – evacuate the building immediately. Be prepared to deal with blocked exits. Fire evacuation is straightforward; because of that and the frequency of fire drills, this document does not contain fire evacuation procedures.
2. **Earthquake** – protect yourself from falling objects during the event, evacuate immediately after the event, avoid blocked exits and downed power lines.
3. **Active Shooter/ Lockdown** – avoid injury by locking doors, hiding children and adults. If assessment indicates the need, evacuate building in most direct way, get out of sight of school, and gather at an alternate site.

### Administrators and staff must be prepared to carry out five post-event activities:

- Administering first aid
- Assisting emergency responders (fire, police, hazardous materials team, ambulance)
- Assisting in emergency search and rescue operations
- Caring for children and colleagues (water, protection against exposure, comfort, food)
- Supervising student release operations

Everyone will have responsibilities based upon his/her job. Teachers, for example, will be expected to maintain control of their classrooms, account for their children and direct their classroom drills and evacuation. Administration will be responsible for establishing the school's command post and making school-wide decisions (the need for evacuation, the need to close the campus, communication of plans to parents etc).

### Emergency Planning Guidelines

These guidelines include general actions apply to almost every emergency situation. Also included under category headings are actions to be taken before, during and after an emergency. Actions taken before an emergency can change how you will behave in an emergency and can also affect how well you will be able to function after the occurrence.

By practicing what to do during an emergency, you will increase the confidence of children and staff that disasters are survivable, manageable events. Thinking about how we can provide instruction after a damaging event will help ensure the continued functioning of our school.

### **General Duties:**

#### **Owner, Director, Admin Support**

- Confirm the school has a plan for responding to emergency situations.
- Require regularly scheduled emergency drills at all schools.
- Require emergency training as part of employment requirements.
- Keep inventory of proper quantity of emergency kits, one for each child.

#### **Teachers**

- Maintain current class lists and keep them in their classroom Red Binder.
- Participate fully in emergency drills and training and inform Admin when doing so.
- Identify appropriate evacuation routes.
- Have knowledge of health rules regarding blood-borne pathogens. Understand use of protective and clean up materials and where supplies are located.
- Classroom first aid kits should minimally include: Adhesive tape, gauze pads, cotton swabs, plastic strips (band-aids), scissors, pencil and notepad. Alert Admin to items needed to be restocked

### **FIRE**

#### **Owner, Director, Admin Support**

##### *During:*

- At first sign of smoke or fire alert classrooms to evacuate.
- Assist to evacuate building
- Call 911.

##### *After:*

- Establish command at Delphina's Bakery on 42nd Avenue
- Obtain status reports from all teachers
- Take steps, as required, for the safety and protection of pupils and school personnel; summon aid from available sources as needed.
- Debrief disaster and make indicated changes to emergency operations plan.

#### **Teachers**

##### *During:*

- At first sign of smoke or fire, evacuate students in an orderly manner and take the Red Binder with you.

- Instruct students to calmly walk, not to run and not to talk so that they can hear instructions.
- If outside, move students away from the building and power lines. Speak in a reassuring manner
- Take students to Delphina's Bakery on 42nd Ave.

*After:*

- Assess class status. Check for injuries. Send students in need of first aid to Admin. Do not move students with severe injuries.
- Report missing students and status to Admin.
- Calm frightened students.
- Observe school rules regarding release of students.
- Remain with the students until relieved by Admin.

## **FLOOD**

FLOOD WATCH: flooding *may* occur in your area.

FLOOD WARNING: flooding *will* occur or is occurring in your area.

If flooding is in area:

- Determine if MOA should be closed.
- Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

If MOA is in imminent danger of being flooded:

- Escort children to Delphina's Bakery parking lot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.

EVACUATE to safe location on higher ground, taking:

- RED BINDERS
- Sign-in sheets
- First aid kit
- Critical & rescue medications (including asthma meds, EpiPens) and forms
- Cell phone
- Food, water, and diapers
- Do not try to 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, phone out-of-area emergency contact or 911 to let them know of your location.
- If you have come into contact with floodwaters, wash hands well with soap and water.
- Throw away food that has come into contact with floodwaters.

Consult with health department regarding cleanup measures.

## **EARTHQUAKE**

### **Owner, Director or Admin Support**

#### *During:*

1. Duck, cover and hold at the first sign of an earthquake.
2. Assist to evacuate building after shaking has stopped.

#### *After:*

1. Establish command at Delphina's Bakery on 42nd Avenue
2. Obtain status reports from all teachers
3. Take steps, as required, for the safety and protection of pupils and school personnel; summon aid from available sources as needed.
4. Debrief disaster and make indicated changes to emergency operations plan.
5. Call 911 if necessary.

### **Teachers**

#### *During:*

1. Duck, roll and cover at the first sign of an earthquake. If outside, move students away from the building and power lines. Get on the ground; if possible, speak in a reassuring manner until shaking stops.
2. Take Red Binder and evacuate students in an orderly manner after shaking has stopped.
3. Instruct students to calmly walk, not to run and not to talk so that they can hear instructions.
4. Take students to Delphina's Bakery on 42nd Ave.

#### *After:*

1. Assess class status. Check for injuries. Send students in need of first aid to Admin. Do not move students with severe injuries.
2. Report missing students and status to Admin.
3. Calm frightened students.
4. Observe school rules regarding release of students.
5. Remain with the students until relieved by Admin.

## **ACTIVE SHOOTER**

### **Owner, Director, Admin Support**

#### *During:*

1. Call 911.
2. Signal lock in.
3. Cover the glass on classroom doors and stay out of site of doors and windows.
4. Conceal if possible or shelter students down low.
5. Remain quiet, wait for rescue personnel.
6. Treat injuries if possible.
7. As the event unfolds the school staff needs to continuously assess the situation. If the event evolves into a "Columbine" or "Chechnya" type scenario the staff should assess, look and evacuate if necessary. The evacuation process should be the last alternative in this type of emergency. The evacuation should be completed as quickly and safely as possible. If you choose to leave the building with your students and staff, instruct them to move quickly and quietly to a location out of sight of the school. Use the closest, safest exit point possible. Once safely evacuated, staff should go to one of the alternate predetermined locations.

#### *After:*

1. Signal "all clear" when appropriate.
2. Account in writing for all students and staff (Student Release Team). Maintain accurate records of destination and names of students transported by emergency responders.
3. Keep a record of events, decisions and actions.
4. Cooperate with police and instructions on when to evacuate.
5. Remain on duty until relieved by appropriate administrator.
6. Debrief the disaster with staff and make indicated changes to your emergency operations plan.

### **Teachers**

#### *During:*

1. With lock in signal, cover the glass on classroom doors and pull down window shades, if applicable.
2. Conceal if possible or shelter students down low.
3. Remain quiet, wait for rescue personnel.
4. Keep children quiet and try to keep them calm
5. Treat injuries if possible.

6. As the event unfolds the school staff needs to continuously assess the situation. If the event evolves into a “Columbine” or “Chechnya” type scenario the staff should assess, look and evacuate if necessary. The evacuation process should be the last alternative in this type of emergency. The evacuation should be completed as quickly and safely as possible. If you choose to leave the building with your students, instruct them to move quickly and quietly to a location out of sight of the school. Use the closest, safest exit point possible. Once safely evacuated, proceed to one of the alternate predetermined locations.

### **Teachers**

*After:*

1. Provide written report to Admin of students present. Indicate those absent from class and where missing students were last seen.
2. Stay with children until release.
3. Cooperate with police and instructions on when to evacuate.

### **SEVERE STORM**

STORM WATCH: storm *may* affect area

STORM WARNING: storm *will* soon be in or already is in area

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

### **Windstorm**

*If indoors:*

- Move away from windows.
- Move to interior hallway.

*If outside:*

- Move indoors, avoiding any downed power lines or trees.

### **Lightning**

*If indoors:*

- Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
- Move away from windows.

*If outside:*

- Seek shelter inside an enclosed building.

## **CONTAGIOUS DISEASE/PANDEMIC FLU**

- Wash hands well and often.
- Remind parents/guardians that emergency contact information must be current and complete.
- Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Close rooms as necessary due to staff illness (to maintain safe ratios).

Reinforce teaching about good respiratory etiquette:

- Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
- Throw used tissues into a hands-free trash can.
- Wash your hands after using a tissue or helping a sick child.

Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

## **DANGEROUS PERSON**

- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate **LOCKDOWN**.
- Call 911 from a safe place.

*If the person is inside MOA:*

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

*If children are outside and dangerous person is outside:*

- Quickly gather children
- Return to classrooms
- Initiate LOCKDOWN procedures
- If this is not possible, go to Delphina's Bakery parking lot.

*If children are outside and dangerous person is inside MOA:*

- Quickly gather children
- Go to Delphina's Bakery parking lot

*If children are inside:*

- Keep children in classrooms and initiate LOCKDOWN.

## **EVACUATION**

### *On-site:*

- Escort children to Delphina's Bakery parking lot

Bring the following:

- Sign-in sheets
- RED BINDER
- First aid kit
- Rescue medications (including EpiPens and asthma inhalers)
- Cell phone
- Food, water, and diapers
- Search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- Account for all children, staff, and visitors.

### *Off site:*

- Escort children to Delphina's Bakery parking lot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.

EVACUATE to Delphina's parking lot, taking:

- RED BINDERS
- Sign-in sheets
- First aid kit
- Critical and rescue medications (including EpiPens and asthma inhalers)
- Cell phone
- Food, water, and diapers
- Once out of danger, contact parents/guardians &/or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

### **How MOA will ensure that parents or the parent's emergency contact can be reached in person:**

Each lead guide will take a cell phone and the classroom RED BINDER with them in every emergency.

### **A designated alternative safe location in the event of an evacuation:**

Lead guides will walk children to Delphina's Bakery parking lot.



**How MOA will inform parents where children will be in the event of an evacuation and how children will be reunited with their families:**

Lead guides will use their RED BINDERS and cell phones to inform parents of their child's location.

**The location of an accessible file of emergency contact number for children and staff:**

Each classroom has an emergency RED BINDER that has each child's emergency contact information, along with allergy information.

**Designation of staff members to take the emergency contact number file to the evacuation site in the event of an evacuation:**

Lead guides will take the RED BINDER with them in the event of an evacuation.

**Procedures to address the needs of individual children including infants and toddlers, children with special needs, and children with chronic medical conditions:**

Infant and toddlers will be cared for by their classroom teachers. Children with special needs or medical concerns will have their needs monitored and cared for by their classroom teachers, medication required by the child will be taken to the gathering site.

**An acceptable method to ensure that all children in attendance are accounted for:**

A list of children who are in the classroom is in every RED BINDER. The lead guide will count children before evacuation and when arriving at Delphina's Bakery parking lot.

**Procedures for sheltering in place:**

- Gather everyone inside.
- Shut down ventilation system, fans, clothes dryer.
- Close doors and close and lock windows
- Gather all children, staff, and visitors in hallway.
- Bring RED BINDER, sign-in sheets, first aid kits, and emergency supplies.
- Account for all children, staff, and visitors.
- Close off non-essential rooms.
- Close as many interior doors as possible.
- Seal off windows, doors, and vents as much as possible
- Monitor radio for information and emergency instructions.
- Phone out-of-area emergency contact.

**Procedures for lock-down:**

- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows.

- Stay out of sight, preferably sitting on floor.
- Bring RED BINDERS, sign-in sheets and first aid kits to lockdown area.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- Call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

### **Procedures for maintaining continuity of child care operations:**

Continuity of care will be accomplished by the strict monitoring of attendance, and signing out on the attendance sheet when the child is picked up by parents or authorized caregiver.

## **ADDITIONAL MOA EMERGENCY PLANS**

### **CHEMICAL OR RADIATION EXPOSURE**

- If emergency is widespread, monitor radio for information and emergency instructions.
- Prepare to SHELTER-IN-PLACE or EVACUATE, as per above instructions.

If exposed to chemical or radiation outside:

- Remove outer clothing, place in a plastic bag, and seal. (Be sure to tell emergency responders about bag so it can be removed.)
- Take shelter indoors.
- If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

### **HEAT WAVE**

- Limit outdoor play when heat index is at or above 90F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.

*Be alert for signs of:*

Heat Exhaustion

- cool, moist, pale, or flushed skin
- heavy sweating
- headache
- nausea
- dizziness

- exhaustion
- normal or below normal body temperature
- Administer first aid – take steps to cool
- person down – and call for help, if necessary.

#### Heat Stroke

- very high body temperature (>102F)
- hot, red skin either dry or moist from exercise
- changes in consciousness
- weak rapid pulse
- rapid, shallow breathing
- vomiting
- Call 911 immediately and take steps to cool person down.
- Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising, and have a lower sweating capacity.

#### **BOMB THREAT**

- Check caller ID.
- Signal to another staff member to call 911, if able. (Write “BOMB threat” on piece of paper, along with phone number on which call was received.)
- Before you hang up, get as much information from caller as possible.
- *Ask caller:*
  - Where is the bomb?
  - When is it going to explode?
  - What will cause the bomb to explode?
  - What does the bomb look like?
  - What kind of bomb is it?
  - Why did you place the bomb?
- *Note the following:*
  - Exact time of call
  - Exact words of caller
  - Caller’s voice characteristics (tone, male/female, young/old, etc.)
  - Background noise
- Do not touch any suspicious packages or objects.
- Avoid running or anything that would cause vibrations in building.
- Avoid use of cell phones.
- Confer with police regarding evacuation.
- If evacuation is required, follow EVACUATION procedures.

#### **MISSING OR KIDNAPPED CHILD**

- Search program site, including all places a child may hide and nearby bodies of water.
- Contact parent(s)/guardian(s) to determine if child is with family.
- *Call 911 with:*
  - Child's name and age
  - Address of program
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate
  - Time and location child was last seen
  - Person with whom child was last seen.
  - Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

### **KIDNAPPED CHILD**

- *Call 911 with:*
  - Child's name and age
  - Address of program
  - Physical description of child
  - Description of child's clothing
  - Medical condition of child, if appropriate
  - Time and location child was last seen
  - Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Parent(s)/guardian(s) should be contacted by police to explain situation.

#### *Help prevent kidnapping:*

- Do not release child to anyone other than designated parent, guardian, or emergency contact.
- Call 911 if adults or children express concern about a person at or near program site.
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

### **POWER OUTAGE**

- Determine why power is out.
- If electrical problems are in building, take out flashlights and prepare to EVACUATE.

#### *If severe weather caused outage:*

- Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
- Account for all children, staff, and visitors.
- Report power outage to power company on hard-wired phone.
- Do not call 911, except to report an emergency.

- Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
- Leave one light on to indicate when power returns.
- Keep refrigerator and freezer doors closed.

*If weather is cold:*

- Ensure everyone is wearing several layers of warm, dry clothing.
- Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- Never use oven as source of heat.
- Never burn charcoal for heating or cooking indoors.
- Only use an available generator outdoors and far from open windows and vents.

*If weather is hot:*

- Move to lower floors, if possible.
- Remove excess layers of clothing.
- Ensure everyone drinks plenty of water.

## **VOLCANO**

- Monitor radio for information and emergency instructions.
- If there is ash fall in your area, be prepared to stay indoors.
- EVACUATE if advised to do so by authorities.

*Indoors:*

- Close all windows and doors.
- Closely monitor anyone who has asthma or other respiratory difficulties.
- Ensure that infants and those with respiratory difficulties avoid contact with ash.

*Outside:*

- Cover nose and mouth.
- Keep skin covered with clothing.
- Clear roofs of ash fall. (Do not allow accumulation of more than 4 inches.)

*Be aware that volcanoes are often accompanied by:*

- Earthquakes
- Ash fall and acid rain
- Landslides and rock falls
- Mudflows and flash floods
- Tsunamis

## **LANDSLIDE OR MUDFLOW**

LANDSLIDES: generally associated with heavy rainfall and rapid snowmelt.

MUDFLOWS: fast-moving landslides that usually begin on steep hillsides.

*Recognize signs of slides:*

- unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
- new cracks appearing in MOA building.
- fences, poles, trees tilting or moving.
- EVACUATE, if possible.

*If too late to evacuate and you are:*

*Indoors:*

- Take cover under sturdy furniture.

*Outside:*

- Get out of path of slide
- Run to high ground (uphill), away from slide.
- If debris approaching, run for cover of trees or building.
- If escape not possible, curl into ball and protect head.
- Account for all children, staff, and visitors.
- Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- Stay away from slide area – additional slides may follow.
- Be alert for flooding, which may follow slide.