

Nature Story Montessori's

Evacuation Plan, School Emergency Plan, Lockdown Procedures

School Name: Nature Story Montessori

School Address: 607 W. Custer Ave, Helena, MT 59602

School Phone: (406) 422-4009

School Main Contacts: Jessica Shattuck/Director/Owner (406) 422-8510

Emergency Backpack(s) Location: Backdoor, Front door, Kitchen

Emergency Contact List

Always call 911 FIRST!

Name:	Phone	Email/Website
Police (911)	406-442-3233	www.helenamt.gov/hpd
Sheriff	406-442-7883	www.lccountymt.gov/sheriff
Fire/Rescue (911)	406-447-8472	www.helenamt.gov/fire
Ambulance	406-444-2228	
Hospital	406-442-2480	www.stpetes.org
Poison Control	800-222-1222	www.poison.org
Northwestern Electric	888-467-2669	www.northwesternenergy.com

Evacuation Routes/Exits

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps.

1. Exits Primary and secondary evacuation routes (all doors are checked regularly to ensure opening):

- Main room: Front door
 - Back Hallway: door
2. Locations of fire extinguishers
3. Fire alarm assembly points

- **Site personnel should know at least two evacuation routes.**

Notification: Once all children are safely evacuated:

- 911 will be called
- Parents will be notified of the evacuation

Emergency Kits-Backpacks/Information: Emergency kits will be taken when possible.

- Each backpack will have a notebook with each child's emergency contact information and First Aid Kit.

Evacuation Sites:

- **Neighborhood (e.g., for fire):**
 - Four Georgians School Gym; 55 W. Custer Ave, Helena MT. 59601
- **Out-of-neighborhood (e.g., explosion, etc.):**
 - Costco Parking Lot; 2195 E Custer Ave, Helena MT 59602

Transportation to Evacuation Locations

Children will walk holding a line rope to the neighborhood evacuation site and weather permitting to:

- Four Georgians School Gym; 55 W. Custer Ave, Helena MT. 59601
- Costco Parking Lot; 2195 E Custer Ave, Helena MT 59602

Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Notification

Contact information

- **Jessica Shattuck is (406) 422-8510**

- Parents/guardians are provided:

- Information on each evacuation site

- Parent/guardian contact numbers are:

- Stored in Jessica Shattuck's cell phone and laptop
- Located on web-based Google Drive
- Kept in emergency backpacks.

Release: Children will only be release to contacts listed on the child's form with proper identification.

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- NATURAL GAS LEAK
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) _____ (e.g., terrorist attack/hostage taking, bomb threat)

MEDICAL EMERGENCY

Call medical emergency phone number (check applicable):

- a. Police (406) 442-3233
- b. Ambulance (406) 444-2228
- c. Fire Department (406) 558-8472

Other Provide the following information:

- a. Nature of medical emergency
- b. Location of the emergency (address, building, room number)
- c. Your name and phone number from which you are calling.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

- Jessica Shattuck/Director/Owner (406) 422-8510
- **If personnel** trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

Do not move victim unless absolutely necessary

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking
3. In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.

Attempt first aid ONLY if trained and qualified.

Date ___/___/___

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- **Notify the local Fire Department by calling 911 FIRST**
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - ___ Voice Communication
 - ___ Phone Paging
 - ___ Radio
 - ___ Other (specify) _____

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.

The fire extinguisher is in working condition and personnel are trained to use it.

- Upon being notified about the fire emergency, occupants must:
 - Leave the building using the designated escape routes.
 - Assemble in the designated area (specify location):
 - Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.
 - Designated Official, Emergency Coordinator or supervisors must (underline one):
 - Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Coordinate an orderly evacuation of personnel.
 - Perform an accurate headcount of personnel reported to the designated area.
 - Determine a rescue method to locate missing personnel.
 - Provide the Fire Department personnel with the necessary information about the School.
 - Perform assessment and coordinate weather forecast office emergency closing procedures
Area/Floor

Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

Assistant(s) are: _____

-
- Assist all physically challenged employees in emergency evacuation.

NATURAL GAS LEAK

CALL 911

The children and staff should evacuate the building to designated evacuation spot. Local emergency services (e.g. 911) should be notified that there is a possible gas leak at the center. The Director should be notified of the situation, and the director or designee will notify the rest of the staff. **Do not turn ON or OFF any electrical switches.** The center should not be entered by anyone until the fire department announces it is safe to return.

SEVERE WEATHER AND NATURAL DISASTERS

Blizzard

IF indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors
- If there is no heat: Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

IF outdoors:

- Find a dry shelter. Cover all exposed parts of the body.

If shelter is not available:

- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention.
- Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!

- Run the motor about ten minutes each hour.
- Open the windows a little for fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

EXTENDED POWER LOSS

In the event of extended power loss to a School certain precautionary measures should be taken depending on the geographical location and environment of the School:

Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets

Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of Heat and Power

Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the School and water turned back on.

POTENTIALLY VIOLENT SITUATIONS

Potentially violent events such as a hostage situation, disgruntled persons, active shooter(s), unstable custody disputes, or other physical or verbal threats may occur at or near a child care center and require lockdown procedures or selective/partial evacuation procedures. The premise behind a selective/ partial evacuation is to evacuate a small area in order to remove large numbers of children and staff from harm's way when an individual is on-site who is potentially violent.

VIOLENT INTRUDER

CALL 911

Immediately call law enforcement (e.g. 911). Alert the director that you may have a condition for selective/partial evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective/partial evacuation, if possible.

If the intruder chooses to leave the premises, allow them the freedom to exit making sure to note their vehicle make and model, license plate, and the direction of their travel. Communicate this immediately to the emergency services (e.g. 911) dispatcher.

Try to isolate the intruder away from as many adults and children as possible. Seek to draw the individual(s) to an office or other less populated area. If the individual has entered a classroom, seek to draw him/her into the least utilized portion of the room.

- Remain calm and be polite.
- Do not physically restrain or block their movement.
- While you are engaging the potentially violent intruder, other available persons should direct unaffected classrooms to move to locations in the center that are farthest from the incident point.
- This selective/partial evacuation should precede room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the intruder.

- Once law enforcement arrives, they will assume charge of the situation, negotiate and dictate further movements.

If a decision is made to relocate to the alternate site while negotiations continue, follow the appropriate evacuation procedures.

ACTIVE SHOOTER

CALL 911

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. Active shooters can include unstable persons, and may be unknown to the child care center, known to a child or staff member of the center (e.g. parent/guardian of a child, or spouse to an employee), an armed criminal, or in rare cases domestic or international terrorists. Staff must be aware of their surroundings and be prepared to respond appropriately and effectively if they ever find themselves in such a situation in order to protect the children in the center and themselves. Active shooter situations seem to be unpredictable and the event often evolves quickly. However, there may be signs that staff can be aware of to potentially prevent an attack. Examples of behaviors that staff should look out for include suspicious people watching a child care center or taking photographs, or strange calls and unusual behavior by staff, parents/guardians or visitors. Staff should report this information as soon as it is identified.

> There are three basic steps to survival during an active shooter incident: “Run, Hide, Fight.”

1. **“Run”** - If you are able to escape, evacuate yourself and children to safety and then contact law enforcement (e.g. 911).
2. **“Hide”** - If you and the children are not able to evacuate, use a modified lockdown procedure by hiding, keeping the children as calm and quiet as possible to try to avoid detection.
3. **“Fight”** - As a last resort, in order to protect yourself and the children, fight the shooter with aggression and improvised weapons (e.g. anything you can throw at the shooter such as books, fire extinguisher, canned goods, etc.)

Child care center/child care home staff should be aware of what to expect and how to respond once law enforcement arrives on scene. Conducting regular drills will provide staff with the training they need to know should an active shooter incident occur at your child care center/child care home.

HOSTAGE SITUATIONS

CALL 911

A child care center may be subject to hostage situations from disgruntled employees, parents/guardians, or terrorists. Important tips to remember if you are held hostage:

- Remain calm.
- Remain polite.
- Follow the hostage taker(s) instructions.
- Do not resist.
- **If it is safe to do so, alert staff members and contact 911**

If a hostage situation is occurring at the center and you are not in the immediate area: **Activate lock down procedures (see Lockdown Procedures section).**

- Staff should place phones and/or pagers on silent mode.
- **Contact 911**
- Provide as much information as possible to law enforcement when they arrive.
- DO NOT PUT YOURSELF IN DANGER.
- Do not attempt a rescue.

PHYSICAL AND VERBAL THREATS

CALL 911

The following information is a general response to physical threats that may present in the child care center. This includes threats that come from outside the child care center, such as community violence, as well as inside the center. In every situation, the child care center director and staff members should evaluate the situation, and only address the threat when their safety is not compromised. If any person in the child care center does not feel safe in the situation, local emergency services **911** should be contacted, provided it can be done in a safe manner.

If the physical threat comes from outside the center, CALL 911 first then the child care center director is notified of the incident.

- All physical threats made inside or outside the child care center/child care home should be taken seriously.
- Report and document any physical threats directed towards the children or staff members to the child care center/child care home director.
- If the physical threat comes from within the center, the child care center director notifies law enforcement of the incident and communicates with the staff members involved in the incident.
- Staff members involved in the altercation should be separated.
- Appropriate administrative actions should be taken to insure the safety and well-being of the children.

Regardless of whether the physical threat comes from outside or inside the child care center/child care home, the child care attendees should be removed safely from the area in which the altercation is taking place (selective/partial evacuation), and should return only after the situation has been resolved.

All verbal threats will be treated the same way as physical threats.

TELEPHONE BOMB THREAT CHECKLIST INSTRUCTIONS:

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____ **CALLER'S**
IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ **APPROXIMATE AGE:** _____ **ORIGIN**
OF CALL: Local _____ Long Distance _____
Telephone Booth _____ Other: _____

VOICE CHARACTERISTICS SPEECH LANGUAGE _____ Loud _____ High Pitch
_____ Raspy _____ Intoxicated _____ Soft _____ Deep _____ Pleasant _____ Fast _____ Distinct
_____ Stutter _____ Slurred _____ Slow _____ Distorted _____ Nasal _____ Excellent _____ Fair _____ Foul _____ Good
_____ Poor _____ Other _____

Other ACCENT MANNER BACKGROUND NOISES _____ Local _____ Foreign _____ Race _____ Region _____ Calm
_____ Rational _____ Coherent _____ Deliberate _____ Righteous _____ Angry _____ Irrational _____ Incoherent _____
Emotional _____ Laughing _____ Factory _____ Machines _____ Music _____ Office _____ Machines _____ Street _____
Traffic _____ Trains _____ Animals _____ Quiet _____ Voices _____ Airplanes _____ Party _____ Atmosphere _____

BOMB FACTS PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE

TO FURTHER CONVERSATION, ASK QUESTIONS LIKE: When will it go off? Certain Hour _____

Time Remaining _____ Where is it located _____

Building Area _____ What kind of bomb? _____

What kind of package? _____ How do you know so much about the
bomb? _____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death. **TO Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up. Call Police at 911** and relay information about call. Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately!!

Nature Story Montessori's

“LOCKDOWN PROCEDURES”

If you hear a director announce, “LOCKDOWN” in person, everyone is to stay where **they** are.

Classroom teachers are to:

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Look for the ‘Safe Corner’.
- Turn out lights and computer monitors.
- Keep students quiet.

Note:

- All staff members should locate and hold on to their Sign-In Book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.
- Physical education classes being held outside should move to a secure place and or safe area, if able to lock all doors.
- If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- If teachers and students are in the bathrooms, they should move the farthest away from the door, lock it and be quiet.
- Anyone in the hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal all personnel if the “lockdown” has been lifted.