

Green River Montessori School

Emergency Plan

Updated: March 2022

Emergency Plan

Emergency Phone Numbers – In an emergency Call 911

	Contact Name	Phone Number	Email/Website
Fire/Rescue (911)		911	https://www.911.gov/
Police (911)		911	https://www.911.gov/
Poison Control Poison Center		(800) 222-1222	www.poison.org
Local Hospital	Auburn Medical Center	(253) 833-7711	https://www.multicare.org/location/auburn-medical-center/
Electric Company	PSE	1(888)-225-5773	www.pse.com
Gas Company	PSE	1(888)-225-5773	www.pse.com
Water Company	City of Auburn	(253) 931-3038	https://www.auburnwa.gov/city_hall/public_works/water
DEL Licensor	Lauren Richter		Lauren.richter@dcyf.wa.gov
CPS/DSHS Children's Administration Intake		1800-End-Harm	https://www.dcyf.wa.gov/safety/report-abuse

Describe how to sound the alarm and actions to be taken place by a person discovering an emergency:

Fire alarm levers are located upstairs in the hallway and downstairs in the D2 classroom. After an emergency is discovered, the person will notify the office who will call the corresponding emergency number. If the office cannot be reached, the person who discovered the emergency is responsible for contacting the emergency department.

Emergency Alert System (EAS)

Visit these web pages and download weather apps to get important emergency information.

- Ready.Gov/alerts: <http://www.ready.gov/alerts>
- National Weather Service Email and SMS Weather Alert Services: <http://www.weather.gov/subscribe>
- American Red Cross Mobile Apps: <http://www.redcross.org/get-help/prepare-for-emergencies/mobile-app>

About the Early Learning Program

Program name	Green River Montessori School
Program address	1116 Harvey Road Auburn, WA 98002
Nearest cross street or landmark	Walgreen Molen Orthodontist
Facility phone number (phone should have at least 5 hours backup power)	(253) 833-7010
Contact name and number	Diana Holz (206) 387-3278 Andrea Anstrom (206) 380-9767 Lori Fietz (253) 590-8044 Marty Davis (253) 592-3456
List two emergency contacts name and phone for different disasters	Any of the above
Number of enrolled children and staff on typical day	98 students 21 staff
How the program will account for children, staff, visitors, during an emergency or evacuation (maintain required children/staff ratio)	Teachers will stay with their class and will continue to take roll call using their emergency binder.
Action to be taken if the Early Learning Provider has an emergency that leaves children unsupervised	The provider that is absent will be replaced by another adult. Children will not be left unsupervised.

Child/Parent Information

PLEASE SEE CLASSROOM BINDERS FOR EMERGENCY INFORMATION

How will parents/guardians be contacted and reunited with children after the emergency:

Administration will put a notice on Procare. Staff will contact parents/guardians by using their phones/computers to text, call, and/or email with information on reuniting with their children.

Evacuation and Fire Procedures

On the evacuation floor plan diagram of your facility, identify at least two evacuation route exits for each room where children may be present, the emergency outdoor meeting place, the location of emergency kits, utility shut-off valves and switches, and where any special equipment (like a ladder) is stored.

SEE ATTACHED EVACUATION ROUTES

Outdoor emergency meeting place: Field at the Annex

Location of emergency kits: Upstairs classrooms are located on the back deck. Downstairs classrooms are in the storage room.

Location of utility shut-off valves: Gas shut off is located outside of Main Building on Playground. Water shut off is located in the back parking lot off of 12th Street. Electrical panel is located in the Breakfast Room

Special equipment:

<p>Procedure for Evacuation This procedure applies to any emergency where evacuation is required. Examples: Fire, strong smell of gas, after an earthquake</p>	<ul style="list-style-type: none"> * Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle). * Evacuate the building quickly and calmly. * Take Grab-n-Go Bag and Emergency Supply Kit, if immediately available. * Have staff person check areas where children may be located or hiding before leaving building. * Gather in meeting spot outside and account for all children, staff, and visitors. * Call 911 from outside of building. * Do not re-enter building until cleared by authorities/fire department.
<p>Procedure for Evacuating Infants/Toddlers</p>	<p>*Infants will be transported to the meeting spot in a portable crib</p>
<p>Alternative meeting place if the primary location is unsafe</p>	<p>Evergreen Heights 5602 S 316th Street Auburn, WA 98001</p> <p>Diana Holz Home 1214 W Street NW Auburn, WA 9801</p>


Lockdown / Shelter-in-Place Procedures

Lockdown may be required with an active shooter or a dangerous person is in the area. There may be emergencies where you may need to shelter-in-place due to atmospheric contamination or radiation leaks. In both cases, listen to your radio or TV to stay informed.

Describe or draw a diagram showing the safest area of the building where children will go for each emergency.	See emergency floor plan
Details of the location of emergency kits, which must be available in the safe areas.	Upstairs classrooms are located on the back deck. Downstairs classrooms are in the storage room.
Procedures for Lockdown	<ul style="list-style-type: none">* 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.* Maintain calm atmosphere in room by reading or talking quietly to children.* Remain in lockdown until notified by local authorities.
Procedures for Shelter-in-Place	<ul style="list-style-type: none">* Gather everyone inside, preferably in a room with few or no windows.* Shut down ventilation system, fans, and clothes dryer.* Close and lock doors and windows.* Account for all children.* 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.

Earthquake Procedures

An earthquake is a sudden violent shaking of the ground that comes without warning. The key to getting through this disaster is being prepared and to remain calm.

<p>Procedures for During an Earthquake</p>	<p>Go to the safe spots in your facility.</p> <ul style="list-style-type: none"> • Drop down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary. • Cover your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands. • Hold on to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
	
<p>Procedures for After an Earthquake</p>	<ul style="list-style-type: none"> * Account for all children, staff, and visitors. * Check for injuries and administer first aid as necessary. Call 911 for any life-threatening emergency. * Expect aftershocks * Determine if evacuation is necessary and if outside areas are safe. If so, evacuate 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 instruction. Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency. * Call out-of-area contacts when possible, to report status and inform of immediate plan. * Remain outside of building until it has been inspected for re-entry.

Earthquake Preparedness: What Every Child Care Provider Needs to Know

<https://www.fema.gov/media-library-data/20130726-1452-20490-2572/fema-240.pdf>

Flood / Landslide / Mudslide Procedures:

While floods usually happen with forewarning, a landslide or mudslide may occur with no notice. Having a plan is very important in dealing with these disasters.

Procedures for Floods	<p>If flooding is in the area:</p> <ul style="list-style-type: none">* Determine if program should be closed.* Monitor radio for storm updates and any emergency instructions.* Notify parents/guardians to pick up or not drop off children if program is to be closed. <p>If site is in (imminent) danger of being flooded:</p> <ul style="list-style-type: none">* Escort children to designated meeting spot.* 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 emergency Kit* Leave note at program site indicating where you are going.* Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact to let them know of your location.* If you have come into contact with floodwaters, wash well with soap and water.* Throw away food that has come into contact with floodwaters.
Procedures for Landslide / Mudflow	<p>EVACUATE, if possible.</p> <p>If too late to evacuate:</p> <ul style="list-style-type: none">*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.

Tsunami / Seiche

Although a tsunami and seiches is rare, if you live along the coast or a large body of water, it is a possibility. CAUTION – If there is noticeable recession in water away from the shoreline this is nature’s tsunami warning, and it should be heeded. You should move away from the shoreline immediately.

Procedures for Tsunami	<ul style="list-style-type: none">* Follow the evacuation order issued by authorities and evacuate to high ground or inland immediately.* Escort children to designated meeting spot.* Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.* Account for all children, staff, and visitors.* Leave note at program site indicating where you are going.* EVACUATE to safe location on higher ground, taking emergency kit.* Once out of danger, contact parents/guardians or emergency contacts.* If unable to get through, phone out-of-area emergency contact to let them know of your location.* Stay away from the beach. Never go down to the beach to watch a tsunami come in.
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Volcanic Eruption Procedures

A volcanic eruption will likely also be accompanied by other disasters including flooding, landslides, or mudflows (also known as lahars).

Procedures for Volcanic Eruption	<ul style="list-style-type: none">* Follow instructions given by the authorities including any evacuation or shelter-in-place instructions.* If shelter-in-place is an area experiencing ashfall, close doors, windows, and vents. Place damp towels at door thresholds.* If you must go outside use dust masks or wet handkerchiefs and eye protection. Keep small children indoors.* Monitor radio for information and emergency instructions.
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Wildfire

Each year there is a period during which wildfires are likely to occur and spread quickly without regard to anything in its path. If you live in an area where wildfires are likely to flare up, you must be vigilant during the season.

Procedures for Wildfire	<ul style="list-style-type: none">* Have an evacuation plan identifying what you will take with you when required to evacuate.* Make sure your emergency kit is ready.* Have fire extinguishers on hand and know how to use them (check expiration dates regularly).* Know where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency.* Stay informed!* Evacuate when told to do so and go to your designated emergency meeting location outside the fire hazard area.
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Extreme Weather

Severe weather may present a danger year-round. Whether it's extreme heat, cold or threat of a harsh storm in your area, your plan should cover all severe weather potentials for your area.

Procedures for Extreme Weather	<ul style="list-style-type: none">* How will you determine if your program is to remain open or be closed.* Monitor radio for storm updates and any emergency instructions.* How will you notify parents/guardians to pick up or not drop off children if program is to be closed? <p>If site is to remain open during severe weather:</p> <ul style="list-style-type: none">* Monitor radio for weather updates and any emergency instructions.* Evacuate to your safe location when instructed by authorities.* Take emergency kit with you.* Once out of danger, contact parents/guardians or emergency contacts.* If you can't get through to them, phone out-of-area emergency contact to let them know of your location.
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Grab and Go Emergency Kit

A Grab and Go kit includes things you may need in the first hours of following an emergency, and contains only a portion of your total disaster supplies. Adapt this list to include things the children in your care may need.

	A copy of your Emergency Plan including contact information for children, parents and staff
	First Aid Kit
	Emergency contact information for all children
	Child medication records and medications, if applicable
	Flashlight and Batteries
	Bottled Water
	Age-appropriate snacks / formula
	Paper cups and bottles
	Diapers and wipes
	Plastic bags
	Age-appropriate time passers
	Alcohol-based hand sanitizer

Describe where “grab and go bags” are located	U1 – Behind classroom door U2 – Behind classroom door U3 – Behind classroom door D1 – Hanging by playground door D2 – Hanging in classroom bathroom
Describe how you will keep each child’s emergency contact information up to date	Parents are required to update their information with the office. Office staff will update the information on Procure and print a new contact sheet for the student. The new sheet will be replaced in the Emergency Binder and in the grab and go bag.
How will medications be accessible in an emergency	Medications are kept inside the grab and go bag
Describe supply rotation system to prevent expiration.	Grab and go bags are checked for expired items monthly.

Disaster Supplies

Your early learning program must prepare for a situation where parents are not able to get to their children for at least 3 days. To prepare your supplies on hand:

	One gallon of water per person per day, a 3-day supply (rotate stock)
	Age-appropriate non-perishable food, a 3-day supply (rotate stock)
	Hand crank or Battery-powered radio and extra batteries
	Flashlight and extra batteries
	First aid kit (inspect every 6 months to check expiration dates)
	Whistle to signal for help
	Dust mask to help filter contaminated air
	Moist towelettes, garbage bags and plastic ties for personal sanitation
	Wrench or pliers to turn off utilities
	Manual can opener, dishes, utensils, and cup for food and water
	Local maps
	Cell phone with charger, inverter, or solar charger
	Two copies of Emergency Action Plan / Child's emergency contact information
	Age-appropriate time passers
	Emergency medication (rotate every six months or sooner if required)
	Diapers and wipes
	Bedding / Blankets
	Instant hand sanitizer

Describe supply location	Annex Building
Describe how you will keep each child's emergency contact information up to date and how medications will be accessible in an emergency.	Parents are required to update their information with the office. Office staff will update the information on Procure and print a new contact sheet for the student. The new sheet will be replaced in the Emergency Binder and in the grab and go bag. Medications will be kept in the grab and go bag.
Describe supply rotation system to prevent expiration.	Water and food will be rotated out as needed

First Aid Kit

Your first aid kit should contain adequate amounts of supplies for the staff and children in your program.

Required Supplies	
	Disposable nonporous protective gloves
	Adhesive bandages (assorted sizes)
	Small scissors
	Tweezers
	Elastic wrapping bandage
	Sterile gauze pads
	Ice packs
	Mercury free thermometer that uses disposable sleeves or is cleaned and sanitized after each use
	Sling or large triangular bandage
	Adhesive tape
	CPR mask with a one-way valve
	Current first aid manual
Recommended Supplies	
	Alcohol-based instant hand sanitizer
	Space blanket for shock
	Instant cold press
	Bottle of eyewash solution

Hazard Mitigation Checklist

- Are fire extinguishers properly charged, mounted securely, within easy reach?
- Are exits clear from obstructions such as locked doors, storage, or possible, or possible obstructions such as large nearby objects (i.e., bookcases, filing cabinets) that could fall and block the exist?
- Are appliances, cabinets and shelves attached to the wall or braced by being anchored together?
- Are heavy or sharp items stored on shelves with ledge barriers?
- Are blocks and heavy objects stored on the lowest shelves?
- Are television sets, fishbowls, and similar items restrained so they won't slide off?
- Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
- Are cribs located away from the tops of stairs and other places where rolling could endanger them or where heavy objects could fall on them?
- Are blackboards and bulletin boards securely mounted to the wall or hung safely from the ceiling?
- Are lightweight panels, rather than shelving units or other tall furnishings, used to divide rooms?

- Are large windowpanes safety glazed or covered with clear contact paper?
- Do partitions have plastic or safety glass panels, rather than ordinary glass?
- Is the street number of the center clearly and legibly visible from the roadway?
- In larger centers, is each internal/external door numbered or lettered for identification?
- Do fluorescent lights have transparent sleeves to keep broken glass pieces from scattering?
- Do you have lights for an emergency?
- Are exits marked and lit?
- Do you have a sign-in and sign-out procedures for everyone entering your building?
- Does the emergency shut off for the water supply and electric service supply have a sign placed by the control identifying it as the primary disconnecting/shutoff means?
- Do you know where the emergency shut offs are, how to operate them, and have the tools needed handy?
- Are the buildings safe place and shelter-in-place locations and evacuation assembly areas marked on your posted floor plan?
- What is the income/outgo for your childcare?
- What will it take to develop an appropriate contingency fund?

Practice Drills

The procedures listed in this plan will be practiced per this schedule. Before each practice drill, the children will be told that it is just a drill.

Emergency drills will be conducted with a variety of staff and during different times of the day. Include evening and overnight hours for each early learning programs that care for children during those hours.

Year	Monthly Fire Drill Record			Quarterly Disaster Drill Record			
Date/time	# of Children	Length of Drill	Initials of Staff Present	Type of Drill	# of Children	Length of Drill	Initials of Staff Present
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Notes:							

Monthly Fire Inspection	
Date	What to look for: Evacuation plan and procedures are posted Exits open freely; exits are not blocked Electrical appliances are working properly Electrical outlets are not overloaded Extension cords are not used in place of permanent wiring Combustible trash is not allowed to accumulate Flammable or combustible material is stored safely Fireplaces, wood burning stoves, inserts and heaters are used safely and out of reach of children
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	
Annual Service	

Smoke Detector Battery Replacement Date:	CO Detector Battery Replacement Date:	Fire Extinguisher Service Date:
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