

CRISIS CONTACT INFORMATION

In a crisis, contact the following order:

Head of School: Sarah Harper

Emergency 911

CRISIS CONTACT INFORMATION

In the event that emergency personnel are needed, our address is:

Mt. Si Arbor Montessori School

248 Main Ave South

North Bend, WA 98045

(nearest intersection is Main Avenue South and E. Park Street, across the street from North Bend Ace Hardware)

MEDIA PROCEDURES

- **The Head of School is the only person who may speak to the media.**
- Direct all media inquiries, interview requests, and press calls to Sarah Harper, the Head of School. She will coordinate official statements and handle media access to the campus.
- Do not offer any statements or speculation to anyone outside of the school.

MEDIA PROCEDURES

CHILD KIDNAPPING, MISSING OR LOST STUDENTS

- **Students may leave school only with a parent, guardian, or emergency contact person.**
- Try to determine when and where the student was last seen.
- Defer to parents' wishes and then police instruction.
- If there is a situation involving a restraining order, the staff will be alerted.

CHILD KIDNAPPING, MISSING OR LOST STUDENTS

ACCIDENTS OR MEDICAL EMERGENCIES

- Attending personnel must remain calm.
- Call Sarah Harper or designated family member (see below and after school tab)
- If unable to reach a phone, send two students to the office with the following information:
 1. Name and age of injured person
 2. Location of the injured person
 3. Nature of the injury
- Keep uninvolved people away from the scene
- Do not move the injured person unless he or she is in a dangerous situation
- The Automated External Defibrillator (AED) is available on the wall in the Main Building to the right of the front entrance.
- Sarah Harper will call for an emergency vehicle, if necessary.

1. Our location is Mt. Si Arbor Montessori School

248 Main Ave South
North Bend, WA 98045

2. Our phone number is (425) 392-3866

- Call the Head of School, Sarah Harper. She will escort the emergency personnel to the injured.
- The Head of School will contact the injured person's family
- Please follow Media Procedures tab regarding the incident

ACCIDENTS OR MEDICAL EMERGENCIES

DEATH OF A STUDENT OR EMPLOYEE

- **Call 911**

- Call the Head of School Sarah Harper
- If there is no phone available in the immediate area send another adult or student to call.
- Remove students from the area
- Do not release any information to the student body or the community. Information will be released by the Head of School only after receiving the consent of the bereaved family.

DEATH OF A STUDENT OR EMPLOYEE

SCHOOL BUS ACCIDENTS

- **At least one faculty member on every bus trip should have a cell phone.**
- The teacher in charge should call for assistance.
- The teacher in charge should call the Head of School to report the details of the accident.
- If a student(s) must go to the hospital, a faculty member should accompany the injured child, if possible.
- The school will notify the parents and instruct them where to meet their child.
- On the day following the accident, all students involved should be evaluated to determine if physical or emotional support is needed.
- Obtain copies of all reports (police, physicians, witness statements) for record keeping purposes.

SCHOOL BUS ACCIDENTS

BEFORE AND AFTER SCHOOL EMERGENCIES

- At least one faculty member trained in first aid, CPR, and the use of the AED machine is available before and after school.
- Before school, Sarah Harper..
- After school, teacher assistant or aftercare providers
- A first aid kit with an assortment of supplies is located in the front work area. In addition each classroom has a subset of the essentials in a smaller “fanny pack” kit.
- Contact parents, complete an injury report.

BEFORE AND AFTER SCHOOL EMERGENCIES

SUICIDE INCIDENT

- **Always take any suicidal statement seriously.**

- Suicide Threat

1. Direct

Stay with the student and ask another adult to get the Head of School/Administration Personnel or go with the student to the office. If no other adult is available, ask a student to get someone in the Administration.

2. Indirect

Consult with the Head of School about any influence of suicide in a student's work or any concern reported by another student.

- Suicide Attempt

1. Do not leave the student alone. 2. Call 911 and Poison Control, if necessary. 3. Send someone to find the Head of School or Administration Personnel 4. The Head of School will meet with the Suicide Crisis Team and take the appropriate action. 5. Clear the area.

SUICIDE INCIDENT

WEAPONS IN SCHOOL OR ON SCHOOL PROPERTY

• **Do not announce that a weapon has been found.**

1. Immediately notify the Head of School. Provide as much information as possible about the weapon (what type, who is carrying it, location of the weapon) and, if possible, the immediacy of a threat to persons or property.
2. The Head of School or her designee will determine if the police need to be called.
3. Do not approach or confront the person suspected of having the weapon.
4. Only the police should approach the individual carrying the weapon.
5. If a weapon is recovered, obtain a photograph of the weapon and copy of the police report.

• **If a suspicious object is found on school grounds:**

1. Do not touch it or handle it in any way.
2. Notify the Head of School.
3. The Head of School or his designee will determine if evacuation is required.

• **If a suspicious object is found at a school-sponsored function:**

1. Evaluate the seriousness of the situation and call the police, if necessary.
2. Contact the Head of School.
3. Keep the suspect in sight until help arrives.

WEAPONS IN SCHOOL OR ON SCHOOL PROPERTY

HAZARDOUS MATERIALS ACCIDENTS

• **Outside (exposure to airborne chemicals):**

1. Contact the Head of School and/or Administration Personnel. 2. If possible, move upwind of the spilled materials. 3. Move indoors. 4. Follow instructions from fire officials and remain clear of the area.

• **Inside:**

1. Avoid any contact with the spilled material. 2. Immediately flush the area of direct contact with water. 3. Remove contaminated clothing, if possible. 4. Move everyone to alternate locations to avoid contact with fumes. Headache might be the first sign of chemical inhalation. 5. Contact the Head of School and/or Administration Personnel. 6. Remain clear of the area until it is declared safe.

HAZARDOUS MATERIALS ACCIDENTS

LOCK-DOWN PROCEDURES

• **Building Lock-Down Policy**

1. If the emergency is occurring outside the building, the Administration

Personnel will ensure that all entrances are locked. 2. An adult should remain near the door to admit students who are caught outside. 3. All students outside on the campus should go to the closest door. 4. Await instructions.

• **Classroom Lock-Down Policy**

1. In addition to following the Policies above, the classroom teacher is responsible for locking the classroom door. Students should be seated where they cannot easily be seen. If possible, check email for important messages and updates. Remain calm and await word that everything is clear. 2. Persons in a hallway, upon hearing an announcement, should go directly to the nearest classroom.

• **In the event of a lock-down for an extended period, emergency lights**

1. Flashlights will be kept under the sink.

LOCK-DOWN PROCEDURES

UTILITY FAILURES, GAS LEAK

- In all situations, the Head of School will determine whether or not school will remain open. If early dismissal is necessary, the Head of School will communicate this to the school and to parents in the usual manner.
- Electric Failure 1. Remain in classrooms until otherwise instructed. 2. Students should not be released to use the restroom or the phone 3. Teachers not in class should report to the Head of School. 4. Circuit box: - just outside of Holly;
- Loss of Water Pressure 1. Administration will determine the duration of the problem. 2. The Head of School will determine if early closing is necessary.
- Plumbing Problems 1. Shut off valves: sinks and toilet – underneath fixtures 2. Main water shut-off valve: – located east of the entrance to 3. In case of flooding, the Head of School will determine if evacuation is necessary and if early closing is necessary
- Gas Leaks 1. Report the odor to Administration Personnel. They will contact Puget Sound Energy 1-888-225-5773 2. Do not operate any electrical devices, even light switches. 3. Unlike in a fire, open windows, if possible. 4. Evacuate the building once the alarm has sounded. 5. Remain outside until officials have declared the building safe.

UTILITY FAILURES, GAS LEAK

BOMB THREAT

• Bomb Squad: dial 911 A bomb can be made to look like anything and can be placed anywhere. Many bombs are homemade.

1. DO NOT TRY TO LOCATE THE BOMB. 2. DO NOT USE WALKIE-TALKIES OR CELL PHONES – THEY CAN ACTIVATE BOMBS 3. DO NOT TURN LIGHTS ON OR OFF.

• Threat by phone:

1. Remain calm. 2. Do not interrupt the caller. 3. Note what time the call was received and when it ends. 4. Ask the following questions:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name?

5. Listen for background sounds – traffic, airport, music, etc. 6. Listen to the caller's voice – male/female, calm/excited, angry/sincere, accent, etc... 7. Try to alert another person and give her/him a note to contact the Head of School 8. After hanging up, see if the call can be traced by looking at the call log on your phone. 9. Use a different line to call the Head of School. 10. The Head of School will contact the Bomb Squad. 11. Evacuate the building immediately following the Evacuation Procedures.

• Threat by letter:

1. Contact the Head of School. 2. The Head of School or her designee will contact the bomb squad. 3. Do not handle the letter again. 4. Wash hands 5. Evacuate the building immediately following Evacuation Procedures.

• Threat by email:

1. Preserve evidence and make a hard copy of the message. 2. Contact the Head of School 3. The Head of School or her designee will contact the bomb squad. 4. Evacuate the building immediately following Evacuation Procedures.

• Seeing or suspecting a bomb in the building:

1. Contact the Head of School. The Head of School or her designee will contact the bomb squad. 2. Do not go near the bomb. 3. Evacuate the building immediately following the Evacuation Procedures.

BOMB THREAT

FIRE

- **A faculty or staff member should pull the fire alarm. (See below for locations)**
- **Talking is not allowed**
- Close windows and doors.
- Go out the nearest exit. (See chart in each room).
- Never walk against the traffic, enforce silence.
- Report what you have checked along the way.
- Keep students quiet while exiting building area.
- Each class will line up in their designated areas on the playground or field.
- The School Director or her designee will issue instructions from that point forward.
- **If a fire is small and can be easily controlled, teachers or staff may use the fire extinguishers.**

Fire extinguishers are located in:

- On the wall, to the right of the main entrance.
- On the wall in the kitchen, to the left of bathroom door.

Fire Alarm Pull Stations are located in:

- On the wall, to the right of the main entrance.
- In each classroom, to the left of exit door.

FIRE

EVACUATION PROCEDURES

- **The following procedure will be followed when the building must be evacuated:**

1. The teacher will direct the class to the correct exit door, as posted inside the occupied classroom

2. Students should keep to the right and walk in a single file.

3. **No talking allowed during evacuation in case emergency instructions need to be given**

4. **Students must remain quiet once settled in the muster area.**

- All students will converge in the playground behind the Main Building.

- After students have exited the buildings, the administrative staff will check their respective areas of the building as long as it does NOT endanger them.

Unchecked areas are reported to the official in charge and the official will determine how to investigate.

- **At no time should anyone enter the evacuated building.**

EVACUATION PROCEDURES

NATURAL DISASTERS, SEVERE WEATHER

• **Earthquakes**

1. If inside, stay there:

- Instruct students to take cover under heavy furniture (desks or tables) or move the group to an interior doorway or a narrow hallway.
- Stay away from windows, bookcases, and cabinets, or any other objects that might fall.
- Instruct students to make their bodies as small as possible by:
 - Dropping to knees
 - Clasping hands behind neck
 - Burying face in arms
- Contact the Head of School

2. If outside:

- Move away from buildings, structures, trees, utility poles and overhead wires.
- Instruct students to make their bodies as small as possible by:
 - Dropping to knees
 - Clasping hands behind neck
 - Burying face in arms
- Contact the Head of School

3. After an earthquake:

- *Follow Evacuation Procedures.*
- Remain clear of buildings until fire and police officials determine that they are safe.

• **Wind Storm**

Announcement of cancellations, late openings, or early closings will be made through the usual media, website and telephone procedures.

1. If Indoors:

- Move away from the windows. Cover windows with shades or blinds.
2. If Outdoors:
- Move indoors, avoiding any downed power lines or trees.

• **Lightning**

1. If Indoors:

- Avoid use of telephone, electrical appliances and plumbing as much as possible.

- Move away from windows. Cover windows with shades or blinds. 2. If Outdoors:
- Seek Shelter in an enclosed building.

NATURAL DISASTERS, SEVERE WEATHER