

Montessori School of Oceanside

Emergency Disaster Plan

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The information provided in this booklet is to serve as a guideline for proper procedure and protocol in the event of a chemical attack; fire; extreme heat; earthquake; or other type of emergency and or disaster that may arise during operational hours. Emergencies may occur at any time or date and the information provided is to be used as a guideline or in addition to direct orders communicated by state and/or federal agencies in accordance with the emergency broadcast system. At all times California licensing laws and guidelines are to be followed.

The Emergency Disaster Plan for Child Care Centers is located on the Staff Information Board. The Director of the center, Ms. Janaki, will direct evacuation and be responsible for the main person count. The Assistant Director, Mrs. Dodd, will be directly responsible for maintenance and contact of all emergency personnel. The Administrator, Ms. Nani, will be responsible for transportation arrangements and/or ensuring proper child pick-up. The Head Teacher (Ms. Roxana) will be responsible for the administration of first aid (in as such to be the primary though not sole dispenser of first aid material and practice). All other staff will be responsible for supervision and tending the needs of children. In the event that an Administrator is incapacitated the Head Teacher will delegate responsibility amongst the staff.

Please refer to the Emergency Disaster Plan for Child Care Centers for phone numbers of various emergency referral agencies. Emergency numbers are posted near each phone in each classroom as well as the front office.

**The gas shut off** is located in the laundry room.

**The utility shut off** for the building is located in Room 4 to the left, across from the kitchen door and in front of the bathrooms.

**The water shut off is** located near the exterior door of Room 3.

**First Aid equipment** is located in the main office as well as in each classroom and posted on the exterior wall of the building directly adjacent to the Room 4 posterior door.

**The Temporary Relocation Site** in the event of a disaster or emergency is Lake Park. If weather is questionable the pavilion at Lake Park will be utilized.

**As a preventative safety measure each classroom is equipped with a smoke detector, sprinkler system and fire extinguisher (Room 7 and 8 share a fire extinguisher). Pull stations are located in each classroom as well as the hallway.**

Cell phones are permitted on staff persons in the event of an emergency but use of cell phones will be at the discretion and/or advisement of administrative staff.

Teachers are also advised that parents should keep calls to the school at a minimum to ensure a free land line. Parents are welcome to open lines of communication with the school via email. The School will also utilize the School News Page on the website to update parents of all communications. Please note that in the event of the immediate evacuation of the premises and considering the type of emergency internet posting may not be an option. In this event teachers will utilize any means possible after ensuring the safety of the children to inform parents of any and all pertinent information concerning presiding events.

## **Air Quality**

In the event of Fire or other such disaster in which the quality of the air is compromised and can within reason be determined to be detrimental to the well-being of students, teachers, and staff whether by the Schools Administration or by Government advisory agencies the school will close till such a time as the quality of the air improves or Government agencies issue an “all clear.” In the event that air quality worsens during operating hours the school will keep children indoors and immediately contact parents to pick-up their child/children.

The school will email and post on the website in addition to calling parents individually. The Administrator will be responsible for communications.

## **Chemical Attack**

In the event of a chemical attack, everyone is to go to the central hallway. All doors are to be sealed and windows shut completely. Sealing refers to restricting airflow around the doors using whatever method plausible to restrict airflow. The Assistant Director will handle all emergency calls. In the event the Assistant Director is not capable of making the calls, the Administrator will be responsible. Cell phone use is to be at a minimal to ensure that disaster agencies and or first responders have an open line of communication with persons in the building. Under no circumstances is anyone to be admitted in or out of the school till an “all clear” has been issued from a government advisory agency. A message will be posted on the schools answering machine and on the Schools News section of the website indicating protective measures taken, pick up information, and other pertinent information.

## **Earthquake**

In the event of an earthquake, children and all staff will evacuate the building using predetermined evacuation paths (please refer to evacuation posters posted in each classroom, office, lounge, and hallway) and meet at the field at Lake Park. Upon evacuation of facility, all communication will be the responsibility of the Director and/or Assistant Director/Administrator unless otherwise specified. The sole responsibility of the teaching staff will be to remain calm, and assist the children in maintaining a sense of calm and order. These duties shall also include the administration of first aid and/or CPR as needed. If at all possible teachers will bring out roll books to check attendance as well as Yellow Emergency Cards.

## **Fire**

In the event of a fire, children and all staff will evacuate the building using predetermined evacuation paths (please refer to evacuation posters posted in each classroom, office, lounge, and hallway) and meet at the field at Lake Park. Upon evacuation of facility, all communication will be the responsibility of the Director and/or Assistant Director/Administrator unless otherwise specified. The sole responsibility of the teaching staff will be to remain calm, and assist the children in maintaining a sense of calm and order. These duties shall also include the administration of first aid and/or CPR as needed. If at all possible teachers will bring out roll books to check attendance as well as Yellow Emergency Cards.

The Director and/or Assistant Director/Administrator will also leave a message on the schools answering machine with pertinent information for parents. An email will also be issued if possible. The Director and/or Assistant Director/Administrator will also be the main method of communication between emergency personnel and agencies. Any information obtained will be forwarded to staff directly by administrative personnel.

## **Heat Wave**

In instances of progressive weather in which the temperature exceeds 90 degrees Fahrenheit for 3 consecutive days or longer; or regional variations of temperature causes the National Weather Service to issue a decree of Heat Wave, Heat Storm, or Heat Advisory, the school will implement the following:

- Children are to remain indoors, in a climate controlled environment.
- Adequate water is to be provided to all persons in the facility to ensure hydration.
- Children will be released to parents or to authorized persons as needed.

## **School Lockdown**

If a lockdown should become necessary under guidance of police and/or other regulatory forces, the following procedures will be implemented immediately:

- All exterior doors and gates will be locked.
- All blinds will be closed and curtains placed.

- Children will immediately be moved to the central hallway away from all windows and/or doors possible. Elementary will remain to the posterior of the building away from the entrance and windows.
- No one shall be permitted to leave or enter the building under any circumstances.
- If possible an emergency email will be sent to parents explaining circumstances and a message will be left on the schools answering machine.
- The lockdown will be effective until emergency personnel issue an “all clear”. All-clears are general broadcast over the radio or will be secured information received from the Director/Administration of who will be in direct communication with regulatory agencies. Parents are to be advised not to call the school to ensure availability of a land line for emergency personnel.

### **Wild Fire**

If a Wild Fire becomes an immediate threat to our area, the school will evacuate immediately in accordance with the Evacuation Plan. The Director and/or Assistant Director/Administrator will also leave a message on the schools answering machine with pertinent information for parents. An email will also be issued if possible. The Director and/or Assistant Director/Administrator will also be the main method of communication between emergency personnel and agencies. Any information obtained will be forwarded to staff directly by administrative personnel. The sole responsibility of the teaching staff will be to remain calm, and assist the children in maintaining a sense of calm and order. These duties shall also include the administration of first aid and/or CPR as needed. If at all possible teachers will bring out roll books to check attendance as well as Yellow Emergency Cards.

### **Allergic Reaction**



Given the nature and severity of the reaction, please refer to individual medical care sheets for the child in question that will list emergency medical protocol. In addition, all Epi-pen instructions and/or medication instructions will be followed as outlined on the prescription. Should Emergency medical responders need to be notified the person in closest proximity to the child should administer first aid and/or CPR as needed and instruct someone nearby to notify emergency services. Administration will be notified immediately and will be responsible for the notification of parents and/or guardians.

If it becomes necessary for the child to be released to medical responders, the Assistant Director will remain with the child till parents and/or guardians arrive.

Epi-pens will be stored in clearly labeled areas of which all staff will be well informed as to their location. Each Epi-pen will be regularly checked and if clarity or integrity is questionable, the parent will be notified and the Epi-pen will be replaced as soon as possible by the parent.

### **Communicable Disease**

Please refer to our Illness Policy in Regards to Communicable Disease.

**In the event of your child having diarrhea:** If the occurrence is at school your child will be sent home after 3 loose bowel movements. Your child needs to remain home until he or she has been free of diarrhea for 24 hours. If there is one loose bowel movement after the child returns to school, your child will be sent home again.

**In the even that your child vomits:** Your child will be sent home immediately. Please keep your child home until it has been 24 hours from the last episode of vomiting.

**In the event that your child develops pink eye:** Your child will be sent home immediately. You must have a doctor's note saying that your child does not have pink eye or you must have a prescription for medication. **Your child must have been given 3 doses of medication and your child must not have any discharge present in the eye.** If there are symptoms, no note has been provided or no medication has been given your child will not be admitted to school.

**In the event that your child develops symptoms of any other communicable disease:** Your child will be sent home. You will be given information regarding the symptoms and the isolation period that pertains to the situation.

Note that we are a "No Nit" school. Children found with lice, eggs, or nits (alive or dead) will be sent home immediately and may return to school after treatment and removal of all nits.

### **All Other Emergency**

Given the nature of Emergencies and natural disasters to be unpredictable, in the event of an emergency that is not listed above the safety of the children is paramount and forthcoming. All measures will be taken to ensure their safety and care first. Whatever measures are entailed to ensure the safety of the children they should be completed in direct guidance of California Licensing regulations.

Should there ever be an emergency at the school; an email will be sent if possible to all parents. The email will be sent as an emergency and will have pertinent instructions for parents in direct correlation as to the type of emergency and protocol thereafter. A message will be left on the schools answering machine with pertinent information as well. Licensing form 610-Emergency Disaster Plan- will also be referenced to in any and all emergencies and/or natural disasters.

### **Evacuation Procedures**

In case evacuation of the premises becomes necessary, students will be relocated to Lake Park. From Lake Park, students will be released to a parent or authorized person as designated in accordance with their Yellow Emergency Card, the Administrator responsible for the transportation of children will be directly responsible for Yellow Emergency Cards stored in the office. Depending on the magnitude and scale of the emergency communication may not be immediate. Parent cooperation is necessary during an emergency as it will be the primary responsibility of teachers to ensure the immediate safety of the children.

1. Do not call the school. Telephone land lines may be needed for emergency communication.
2. If you are in North County you can tune in to 760 AM for pertinent information regarding a natural disaster or emergency announcements.
3. Students will NOT be released until all staff and children are accounted for. Furthermore, students will not be released till federal and/or state emergency responders have issued an “all-clear”.
4. Remember that patience in the event of a disaster is necessary to protect and ensure the safety of all children and staff; please be patient with student release procedures.

### **Student Release Procedures**

Please note that certain emergencies require state and federal “all-clears”. In these cases no child will be permitted to leave nor will any persons be able to enter the facility until an “all clear” is issued by Emergency agencies. A radio with batteries will be kept on site and the batteries of said radio will be changed with each yearly time-change.

1. Parents should enter the facility, or the Park in an orderly fashion, and sign their child out first. Remember to remain calm, this will help reassure your child.
2. Your child will be released only to persons listed on your child's yellow emergency card.
3. Please note that teachers are responsible for any and all children in their care, teachers will refrain from any and all discussions with parents that impede their ability to do so. Teachers will however discuss any pertinent information in regards to the child being released.
4. All questions and/or comments should be directed to Administration as the primary focus of teachers will be on the wellbeing of the students in their care.

### **Communication during a Disaster**

Please note that during a disaster communication may not be a priority. The immediate safety and well-being of all persons in the facility is and will be the priority. Phone service may be down and lines may be too encumbered to permit immediate communication. While out-of-state lines may be more accessible it is a prudent idea to have an out-of-state contact if possible to relay communications.

The school will make all attempts possible to notify parents via email, website, and via the schools answering machine. If these methods are not accessible the school will begin notifying parents via land line, if possible, and/or cell phone. Telephone calls will be limited to pertinent information only. Teachers will need to notify ALL parents in a timely fashion and will not afford any attention to idle conversation. Note that during an emergency and/or disaster telephone lines may become over encumbered.

### **Family Preparedness**

Knowing what to do, and having a plan established can eliminate stress and confusion in the event of a disaster. The following tips are meant to help and aid a family in such an event.

1. Create a family phone tree in which all important numbers are located by the phone and all family member numbers are listed there as well. Ensuring that each member of the family has this list will also ensure that decisions about student pick up can be made smoothly and prior to trying to establish communication with the school. Also be sure to have your students school number on the list and that your list is updated frequently.
2. Be sure to designate and inform the school as to people who will be responsible for picking up your child in the event of an emergency. Make sure that they are listed on your child's Yellow Emergency Card and that all phone numbers are up-to-date.
3. Store a flashlight in each room in the event of a power outage.
4. Know the location of your utility shutoffs and if at all possible ensure in the event of an evacuation that they are turned off. Painting them a bright color will make them highly visible.
5. Stabilize all tall furniture with "L" brackets and ensure they are secured firmly to a wall stud. Strap down desks, TV's and computers for additional security.
6. Move beds and cribs away from windows and remove or block beds and cribs with wheels so that they are not free to move.
7. Rehearse escape routes and practice drills at home regularly.

## **Disaster Supplies**

Each family is encouraged to be prepared on their own accord with at least 3 days' worth of supplies including the following items:

- Water (one gallon per person per day is advised)
- Food
- First Aid Kit
- Clean clothes (3 pairs to change into), Bedding, diapering materials (if applicable), and shoes
- Flashlights and/or any types of tools
- Important documentation (passport, ID's) and medication

Items should be rotated to ensure integrity and that clothing items fit properly. Make sure that all supplies are located in an easily accessible area.

### **Helping Children Cope after Disaster**

After a disaster children may become easily upset and have difficulty expressing their emotions in regards to the disaster. These types of reactions are normal and usually do not last.

Be sure to talk with your child about their feeling and make your feelings known as well. Be honest about what happened and present any information in a format that your child can easily understand. Be sure to reassure your child frequently that they are safe and that you are

together (or will return after work, etc.). Spending time with your child at bedtime and hugging them is another way to comfort them. If your child lost something in a disaster, be sure to let them mourn, and mourn with them. Addressing feelings and expressing similar feelings can reassure a child that what they are going through is not only normal but relatable. If you feel that your child is having problems at school, be sure to discuss these concerns with his or her teacher so that you may work together to help your child.

If you have any questions or concerns or if after some time these emotions persist or return, the school has access to counselors that directly relate and talk to people with disaster related experiences.

*This document references the guidelines as outlined in the Emergency Preparedness Planning Guide for Child Care Centers by the Illinois Emergency Medical Services for Children Loyola University Medical Center and Illinois Department of Public Health; TIP San Diego; Children's Grief Education Association article, Navigating Children's Grief: How to Help Following a Death; DSS Emergency Disaster Plan for Child Care Centers; guidance given by the YMCA Child Care Resource Service; and California Department of Social Services Child Care Centers Self-Assessment Guide; it stands as an educational reference for parents and teachers in regards to possible/potential emergencies and/or disasters that are considerably likely due to our schools geographic location and zone, and/or emergencies and/or disasters that have previously occurred, and/or have the potentiality to occur. Disasters and or Emergencies are not to be restricted to the above list.*