

## Hillsview Montessori School Emergency Plan

Hillsview Montessori School is a pre-school based childcare facility operating in Hillsview Community Church. There are no more than 60 children on site during operating hours which are Monday – Friday from 7:30AM – 4:30PM.

### Hillsview Montessori School – Basic Information

<b>Name</b>	<b>Hillsview Montessori School</b>
<b>Address</b>	<b>23225 SE Borges Road Damascus, OR 97089</b>
<b>Phone</b>	<b>503-658-2356</b>
<b>Email</b>	<b>hillsviewmontessori@gmail.com</b>
<b>Main Contact</b>	<b>Cheryl Olson, Director: (cell) 503-319-0987 Skylynn Wheat, Substitute Director: (cell)503-680-8228</b>
<b>Emergency Kit Location</b>	<b>Each child has an emergency kit in their cubby Other Emergency supplies are in the storage closet in the Northeast Classroom (Skylynn's classroom)</b>
<b>Number of Children</b>	<b>School capacity is 60</b>

### Disaster Planning

The actions in the initial moments of an emergency are critical. A prompt warning to evacuate, shelter, or lockdown can save lives. This emergency plan has been developed to assist Hillsview Montessori School in protecting the health and safety of the children in our care.

### Threats

Hillsview Montessori may be subject to the following natural disasters and/or emergencies:

- **Fire**
- **Severe Thunderstorms**
- **Tornadoes**
- **Flash Flooding**
- **Major Snowfall**
- **Blizzards**
- **Ice Storms**
- **Earthquakes**
- **Terrorism/Bioterrorism**
- **Active Shooter**
- **Loss of power, water, or heat**
- **Outbreak, Epidemic, or Other Infectious Disease**
- **Man-made disaster, such as hazmat spill, intruder, power outage, etc.**
- **Miscellaneous safety concerns that might pose a health or safety threat to children**
- **Gas Leaks**
- **Bomb Threats**

## Evacuation

Evacuations are more common than most people realize. Fires, floods, transportation accidents, or industrial accidents may lead to the required evacuation. Evacuation time may depend on the hazard, some allowing no time to gather even the most basic necessities, which is why planning ahead is essential.

<b>Evacuation Routes/Exits</b>	<ul style="list-style-type: none"> <li>• A map of the evacuation routes/exits is attached. This map is also posted in all classrooms.</li> <li>• Evacuation drills are practiced monthly with the staff &amp; students.</li> </ul>
<b>Notification Procedure</b>	<p>Once children are safely evacuated:</p> <ul style="list-style-type: none"> <li>• 911 will be called</li> <li>• Parents will be notified of the evacuation</li> </ul>
<b>Emergency Kits/Information</b>	<ul style="list-style-type: none"> <li>• Emergency kits will be taken when possible. Children will get their kit from their cubby and carry it to the evacuation site.</li> <li>• It is the responsibility of the Director on site to get the emergency notebook from the file cabinet and take it to the shelter location.</li> </ul>
<b>Evacuation Sites</b>	<ul style="list-style-type: none"> <li>• <b>Neighborhood (e.g., for fire):</b>  <i>Craig Rawley            23460 SE Borges Road            Damascus, OR 97089            503-944-9598</i></li> <li>• <b>Out-of-neighborhood (e.g., explosion, flooding)</b>  <i>Grace Community Church            800 SE Hogan Road            Gresham, OR 97080            503-492-9966</i></li> </ul>
<b>Transportation to Evacuation Locations</b>	<ul style="list-style-type: none"> <li>• Children and staff will walk to neighborhood evacuation site (across the street from the school).</li> <li>• Children will be transported in staff's personal vehicles to the out-of-neighborhood evacuation site.</li> </ul>

## Shelter-in-place

In some emergency situations, it is best to stay where you are to avoid any uncertainty outside. An indoor lockdown (also known as shelter-in-place) is appropriate when conditions require you to seek protection on-site. An indoor lockdown may occur due to threats of violence, including active shooter, terrorism, or bioterrorism, etc. The safest locations to seek shelter vary by hazard, and the length of time to shelter may also vary. Some steps to take when sheltering in place:

- Bring all students, staff and visitors inside
- Close and lock all windows and exterior doors
- If you are told there is danger of explosion, close the windows/blinds/curtains
- Get emergency supply kits
- If shelter requires a room with no windows (e.g. tornado), students & staff will shelter in the main corridor (hallway), otherwise we will shelter in assigned classrooms
- In some types of emergencies, you will need to stop outside air from coming in. If officials tell you to 'seal the room', you need to:
  - Block air from entering the room – use duct tape and plastic sheeting to seal all cracks around the door and all vents
  - Turn off anything that moves air, including all fans, heating and air conditioning
  - When the emergency is over, turn on fans and other things that circulate air. Everyone should go outside until the building's air has been exchanged with clean outdoor air.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. Continue to listen to the radio or check your phone for updates until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas of greatest risk in your community; *do not leave until authorities tell you it is safe to do so.*
- Contact parents/guardians to let them know that the children have been asked to remain in place until further notice, and that they are safe.
- Parents/guardians will not be allowed to enter the building in a shelter-in-place situation once the building has been securely locked down until authorities have told you it is safe to do so.

## **Emergency Supply Kit(s)**

In an evacuation or shelter-in-place, emergency supplies may be necessary. A disaster supplies kit is a collection of basic items that may be needed in an emergency, such as food, water, and other supplies. Every student is required to have a personal emergency supply kit stored in their cubby with the following contents in a clearly marked 1-gallon zip lock bag:

- 2 small bottles of water (sealed)
- 1 packaged 100% juice drink
- 1 space blanket
- 1 plastic bag (to be used as a rain poncho)
- 1 small package of tissue
- 1 small package of moist towelettes
- Small flashlight
- 4 of the following non-perishable food items (please include utensils if needed):
  - Raisins
  - Cheese & crackers
  - Beef jerky
  - Granola bars
  - Fruit snacks
  - Applesauce
  - Fruit cup
  - Trail mix
- A list of emergency phone numbers and a note or photo for your child.

In addition to individual emergency kits, the school will have on hand (in the supply closet):

- 2 bottles of water for every student & staff
- 2 day supply of food (snack items like the ones in list above)
- First Aid Kit
- Medication Box with completed Medication Form
- Battery-powered radio
- Extra batteries
- Supplies for sealing the classrooms
- Flashlights in every classroom
- Emergency notebook containing all emergency contacts for students & staff

## Parent Reunification

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

<p><b>Notification</b></p>	<p>In the Parent Handbook, Parents/Guardians are provided:</p> <ul style="list-style-type: none"> <li>• Information on each evacuation site</li> <li>• Procedure for contacting parents/guardians in the event of an emergency include, contact by phone, email and Flash Alert</li> </ul>
<p><b>Release</b></p>	<p>Children will only be released to those listed on the Emergency Release Form on file and must show proper identification to the staff when picking up a student</p>
<p><b>Emergency Contact information for the parents and Hillsview Montessori</b></p>	<p>For each child at Hillsview Montessori, contact and emergency information is stored in the “Emergency Notebook” in the locked file cabinet next to the Director’s desk. The notebook contains a copy of every child’s Emergency Release Form, every staff member’s Emergency Release Form and a copy of the School Emergency Plan</p> <p>The parents are also instructed to put emergency contact information inside their child’s emergency kit</p>
<p><b>Procedures for notifying and communication with parents regarding the location of their children if evacuated</b></p>	<p>As stated in the Parent Handbook, all staff will use their cellphones to contact parents in the event of an emergency. Emergency contacts are called in the following order:</p> <ul style="list-style-type: none"> <li>• Custodial Parent</li> <li>• Non-custodial Parent</li> <li>• Emergency Contact #1</li> <li>• Emergency Contact #2</li> </ul>
<p><b>Procedures for communicating with parents during loss of communications, no phone or internet service available</b></p>	<p>Parents have all read and signed an acknowledgement of having read the parent handbook. The handbook clearly states what our evacuation procedure is in the event of an emergency and where to pick up their child if we have evacuated. If evacuation is necessary and we are unable to reach parents, we will leave a sign on the door of the school to indicate where we have taken shelter.</p> <p>If there is no phone service or internet service at the school, Cheryl lives within 5 minutes of the school and will attempt to go home to see if communication is possible from there.</p> <p>If we are unable to reach parents, staff will remain with the children at the shelter location until all students are picked up.</p>

## Staff Training

Regular drills on emergency plans, procedures, and duties will be conducted to provide training for staff and to develop skills needed for a real emergency. All staff are required to be trained in First Aid/CPR every 2 years.

## Emergency Drills

The following drills will be conducted with staff and students at Hillsview Montessori:

Drill Type	Drill Frequency
Fire Drill	Monthly
Weather Emergency Drill	Bi-monthly
Emergency/Lockdown Drills	Quarterly

All emergency drills will be documented (date/time); documentation of drills will be kept in the Emergency Notebook.

## Plan Review/Updates

This Emergency Plan for Hillsview Montessori will be reviewed and updated, at a minimum, annually. The plan will also be updated as changes occur to ensure the most current information is included.

### Local Emergency Management Contacts – Clackamas County, Oregon

Agency	Phone
<b>EMERGENCY</b>	<b>9-1-1</b>
Clackamas County Sheriff	503-785-5000
Damascus Fire Department	503-665-8211
Poison Control	1-800-222-1222
Animal Control	503-665-8628
PGE	1-800-544-1795
NWNG	1-800-422-4012
Environmental Health Department	503-742-5300
Water Environment Services	503-742-4567
National Weather Service	503-261-9246
Clackamas County Emergency Management	503-665-8378
Joe Lindstedt – Hillsview Church Contact	318-525-7934
Barb Stratton – Hillsview Church Contact	503-658-6365
Tanya Strauss – Hillsview Church/ADT Contact	858-922-2342
Legacy Mount Hood Medical Center	503-674-1122
Randall Children’s Hospital	503-276-6500