

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 and 8 adults on site during operating hours, which are Monday – Thursday from 7:00AM – 4:30PM.

Hillsview Montessori School – Basic Information

Name	Hillsview Montessori School
Address	23225 SE Borges Road Damascus, OR 97089
Email	hillsviewmontessori@gmail.com
Main Contact	Cheryl Olson, Director: (cell) 503-319-0987 Skylynn Wheat, Substitute Director: (cell) 503-680-8228
Emergency Kit Location	Each child has an emergency kit in their cubby. Each classroom has an emergency kit stored in the cupboard with the classroom first aid kit.
Number of Children	School capacity is 60

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. All staff, volunteers, and parents or guardians are given a copy of this school emergency plan at the beginning of each school year and are required to sign an acknowledgement that they have read and agree with the emergency protocols.

The Director has various emergency notification apps on a cell phone and is always monitoring for potential conditions that could impact the school. In the case of poor weather conditions, we follow the Gresham-Barlow school district for general weather-related closures. In an emergency, we will tune in to emergency news and determine the safest course of action for our location.

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**
- **Extreme Heat**
- **Earthquakes**
- **Terrorism/Bioterrorism**
- **Active Shooter**
- **Bomb Threats**
- **Gas Leaks**
- **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.**
- **Missing or lost child**

Evacuation

Emergency evacuations are more common than most people realize. Fires, floods, transportation accidents, or industrial accidents may lead to a necessary evacuation of the building. In some emergencies, the building may not be safe to shelter in, so it is important to have off-site shelter options available.

Shelter-in-place/Lockdown

In some emergency situations, it is best to stay where you are to avoid any uncertainty outside. An indoor lockdown or shelter-in-place is appropriate when conditions require you to seek protection on-site. An indoor lockdown may occur due to severe weather, a hostile intruder, threats of violence, 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.

Medical Emergencies

Medical emergencies include responding to serious illness, serious injury or death of a child or staff. In the event of a medical emergency, EMS will be activated by calling 9-1-1 and first aid will be given as needed. If necessary, the injured or ill person will be transported to the nearest hospital as recommended by the responding EMT or the designated hospital listed on the Emergency Release Authorization Form. The closest hospital to Hillsview Montessori School is:

Legacy Mount Hood Medical Center
24800 SE Stark Street
Gresham, OR 97030
503-674-1122

<p>Sounding an alarm and alerting staff of the emergency</p>	<ul style="list-style-type: none"> • The fire alarm is located by the door at the end of the hallway at the east end of the building. This is a pull alarm and makes noise but does NOT alert authorities. 9-1-1 will be called immediately. • The security alarm is located on the wall near the “Welcome” desk by the main entrance. Push the ‘fire’ or ‘police’ button to alert the security company. Joe Lindstedt from the church should be contacted and given the nature of the emergency. His number is 318-525-7934. When an alarm has been activated, all teachers will step into their • doorway to get instructions as to the nature of the emergency and the necessary response. 	<p>Person Responsible</p> <p style="text-align: center;">Director</p>
<p>Notifying emergency authorities</p>	<ul style="list-style-type: none"> • The Director will contact emergency authorities, including poison control if necessary, OR will appoint someone to do so at the time of the emergency. • Emergency numbers are posted in every classroom next to the evacuation maps. 	<p style="text-align: center;">Director</p>
<p>Attendance; supervision during an emergency</p>	<ul style="list-style-type: none"> • The head teacher in each classroom will be responsible for taking attendance (before, during, and after an emergency evacuation). • The head teacher will get the daily attendance log on their way out of the building and take it to the evacuation site. • The head teacher and assistants on site at the time of the emergency will remain with their class until all children have been picked up by their parents or guardians. 	<p style="text-align: center;">Head Teachers</p>

Emergency Kits/Information	<ul style="list-style-type: none"> • Emergency release authorization forms for each child and staff are stored in the emergency notebook in the office. The Director will be responsible for taking the notebook to the evacuation site. • Emergency release authorization forms for each child and staff will also be in their classroom emergency kit. • The head teacher in each class will be responsible for taking the classroom emergency kit to the evacuation site. • Each child is required to have an emergency kit to be stored in their cubby that will include their emergency contact information. 	Person Responsible Director Head Teachers
Evacuation Routes/Exits	<ul style="list-style-type: none"> • Evacuation maps are posted inside each classroom by the door. In the event of an evacuation, the children will go to their cubby and get their emergency kit, boots, and coat then line up in the hallway next to their cubby. • The classes will exit the building through the east door in the following order: Skylynn’s class, Cheryl’s class, Julie’s class. • If the east door is unsafe to use, we will exit the building through the closest, safest option on the west end of the building in the following order: Julie’s class, Skylynn’s class, Cheryl’s class. • The designated on-site safe area is the east end of the parking lot. 	Director
Relocation	<ul style="list-style-type: none"> • If we must evacuate the premises, we will move to a designated safe location. The children will walk to the neighborhood location (across the street) with their teachers and assistants. • In the case of moving to an out of neighborhood safe location, the children will be driven to the location by various staff in their personal vehicles. <p style="margin-left: 40px;">Neighborhood (e.g., for fire): <i>Ivan & Irina Saranchuk’s Home</i> 10611 SE 232nd Ave Damascus, OR 97089</p> <p style="margin-left: 40px;">Out-of-neighborhood (e.g., explosion, flooding) <i>Grace Community Church</i> 800 SE Hogan Road Gresham, OR 97080 503-492-9966</p>	Director
Notification Procedure	<ul style="list-style-type: none"> • Once children are settled into the evacuation shelter, parents and guardians will be notified of the evacuation by telephone first. • All staff will use their personal cellphones to call parents and guardians or emergency contacts. • In addition to being notified by phone, parents will receive an email and a flash alert stating the nature of the emergency and the shelter address will be given again at those times. • 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. 	Director Head Teachers
Reunification	<ul style="list-style-type: none"> • 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. • If we are unable to reach anyone of the emergency contacts, staff will remain with the children at the shelter location until all the students are picked up. • 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 us it is safe to do so. 	Director Head Teachers

Shelter in place/lockdown	<ul style="list-style-type: none"> • Bring all students, staff and visitors inside. • Make sure all windows and exterior doors are locked. • Have children bring emergency kits into their classroom then lock classroom doors. • Close windows, blinds/curtains. • In some types of emergencies, we will need to ‘seal the room’ and will proceed as follows: <ul style="list-style-type: none"> • All children will shelter in the northeast classroom (Skylynn’s). • Duct tape and plastic sheeting will be used to seal all cracks around the door and all vents. • Turn off anything that moves air, including all fans, heating and air conditioning. • If shelter requires a room with no windows (e.g. tornado), students & staff will shelter in the main corridor (hallway). • The children will be gathered to the center of the room away from the windows and doors and the teacher will do a quiet activity with them like reading a story or having a snack. • We will listen to the radio and check phone for updates on emergency status and directions. • We will not leave or allow children to leave until authorities tell us it is safe to do so. 	Person Responsible Director Head Teachers
Extreme Weather/Poor Air Quality	<ul style="list-style-type: none"> • In the case of extreme heat (over 100 degrees), the children will remain inside. We have two portable air conditioning units and several fans to keep the inside temperature cooler. • In the case of extreme cold (under 20 degrees), the children will remain inside where the temperature is controlled and maintained at 68 degrees during the winter. • If the heat stops working and we are not able to maintain a temperature above 60 degrees, we will close the school and notify parents to pick up their children immediately. • In the case of poor air quality, the children will remain indoors with the windows closed. We have two portable air purifiers that will run as well. If we are not able to purify the air in the classrooms to a healthy level, we will cancel school and notify parents to pick up their children immediately. 	Director
Missing or lost child or suspected abuse of a child	<ul style="list-style-type: none"> • All staff and volunteers at Hillsvew Montessori School are mandatory reporters. As per our training, if someone suspects that a child is being abused, they will report it to the Director and DHS will be notified immediately. • If the suspected abuse has occurred on-site, the Director will immediately remove the suspected abuser from the classroom and notify the authorities by calling 9-1-1. • In the case of a missing or lost child, the teacher in charge of the group will immediately report to the head teacher and Director. • The Director will call 9-1-1 and every available staff will start searching for the missing child. The Director will also contact the child’s parents or guardians. 	All
Emergency response for children with special needs	<ul style="list-style-type: none"> • The emergency response required for children with special needs will be addressed on an individual basis at the time of enrollment. In the case of a medical condition requiring medication, each classroom has a locked box to store medications and completed medication forms that will be taken by the teacher in the event of an evacuation. 	Head Teacher

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, each classroom will have an emergency kit with the following items:

- First Aid Kit
- Medication Box with medication and completed Medication Forms
- Battery-powered radio
- Extra batteries
- Flashlight
- Hand Sanitizer
- Sanitizing Wipes
- Whistle
- Emergency release authorization forms

Maintaining continuity of care after a natural or man-made disaster

The Director stores a digital copy of the registration forms, emergency release authorization forms, immunization records and medication forms at a location off-site. In addition, a digital copy of all forms and policies are stored off-site as well.

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. At the beginning of each school year staff will review the center emergency plan and assign roles and responsibilities for all staff in an emergency.

Emergency Drills

All emergency drills will be documented (date/time); documentation of drills will be kept in the Emergency Notebook. The following drills will be conducted with staff and students at Hillsview Montessori:

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

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
EMERGENCY	9-1-1
Clackamas County Sheriff	503-785-5000
Damascus Fire Department	503-665-8211
Poison Control	1-800-222-1222
Animal Control	503-665-8628
PGE (report an outage)	1-800-544-1795
NWNG (emergency line)	1-800-882-3377
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 or 503-317-6365 (cell)
Brad Gates – Hillsview Church Pastor	503-349-9561
Legacy Mount Hood Medical Center	503-674-1122
Randall Children’s Hospital	503-276-6500
DHS Abuse Hotline	855-503-SAFE (7233)