



Highlands Montessori Emergency Plan

Emergency Services Contact Information:

- Fire: 911
- Police: 911
- Poison Control: (800) 222-1222
- Xcel Energy: (800) 895-2999

Child Contact Information:

- Brightwheel (app and mybrightwheel.com for full version)

Evacuation Sites:

- Sandalwood (next door to the east): 3835 N Harlan St. Wheat Ridge, CO 80033
- Founders Park: 3705 Jay St. Wheat Ridge, CO 80033

Evacuation:

Evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside the school.

In the event that we need to evacuate the Highlands Montessori premises, staff and students will walk to the Rehabilitation Center at Sandalwood: *3835 Harlan St., Wheat Ridge, CO 80033*.

Attendance will be taken upon exiting the building and again upon arrival at the Rehabilitation Center at Sandalwood. Parents will be notified immediately. Families will be instructed to pick up their children from the center. Staff will ensure each child is signed out by an authorized adult and will remain at the center until all children are released to a parent or authorized guardian.

Fire Evacuation:

In the event of a fire, all staff and children will evacuate the building. Local authorities will be called immediately and all children will be accounted for. In the case of a missing child, procedures for locating a missing or lost child will be followed. Parents will be notified and staff will remain outside until the situation is deemed safe by local authorities.

Gun or Weapon on Campus:

In the event that a gun or weapon is found on the premises, children will be moved to a safe location and staff will ensure that everyone is kept away from the weapon. No staff member will handle the weapon. Local authorities will be immediately called.

Bomb Threat:

In the event of a bomb threat local authorities will be called and all students and staff will be evacuated from the building.

Shelter in Place:

Severe Weather Alert (including tornados):

In the event of severe weather such as a tornado, staff and children will move away from the windows and the perimeter of building. Attendance will be taken and all students and staff will take a kneeling position until the situation is deemed safe.

Lockdown:

A lockdown occurs when a threat has been identified inside the building or in close proximity to the school. All activities will cease immediately. Staff will shut all classroom doors, turn off the lights, and keep children out of sight (lock, lights, out of sight). All exterior doors will remain locked. No one will be allowed to enter or leave the building until the lockdown is lifted. Local authorities will be contacted immediately and attendance will be taken. School will remain on lockdown until authorities deem the situation safe.

Student Abduction, Attempted Abduction, or Unauthorized Pickup Attempt:

Highlands Montessori **will not release** a child to any individual not authorized by the parent or guardian. If an unauthorized individual attempts to pick up a child, he/she will not be released and staff will ask for the person's name and ID. Custodial parents will be immediately called and informed about the situation. If the individual does not stop demanding the child's release, police will be called.

In the case of an abduction or attempted abduction, local authorities will be called immediately. Staff will move children to a safe location and ensure all children are accounted for. Lockdown procedures will be followed. A description of the abductor will be provided to local authorities.

Assault/Battery/Threats:

In the event of an assault or physical threat, local authorities will be called and all children and staff will be moved to a safe location.

Shooting on Campus:

In the event of a shooting on the premises, active shooter procedures will be followed. Local authorities will be called.

Secure Perimeter:

A secure perimeter is ordered when there is a threat outside of the building nearby. All outside doors will be locked and no one will be allowed to enter or leave the building until the lockdown is lifted. Activities will continue as normal. Parents will be notified.

Fire/Evacuation Drill

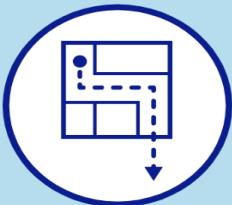
Preparation and Notification	<p>Announce the fire drill to the children and remind them how to perform a fire drill (e.g staying together, exit routes, etc.)</p> <p>Reassure that this is for practice and everyone is safe</p>
Evacuation Procedure	<p>Evacuate using the designated exits</p> <p>Infants are evacuated using the evacuation cribs</p> <p>Bring attendance list, phone, any items needed for care and feeding (e.g. bottles, milk, diapers, wipes, and emergency medications)</p> <p>Check bathrooms, all areas of classroom, and shut door(s) behind you on your way out the door to prevent spread of fire</p> <p>Gather outside at the agreed upon place</p> <p>Take attendance to ensure everyone has made it outside safely</p>
Headcount and Communication	<p>Hold up a thumbs up to demonstrate that all students and staff are accounted for</p> <p>Notify administrators and/or authorities IMMEDIATELY of any missing students or staff</p> <p>Keep cell phone within reach at all times</p>
Care and Supervision	<p>Ensure that all students and staff stay with their group in the designated evacuation area</p> <p>Ensure that nutrition, hygiene, and medication needs are met</p>
Re-entry and Conclusion	<p>Remain at the designated evacuation area until the administrator announces the end of the drill</p> <p>Return to the classroom, take attendance to ensure that all students are accounted for, and debrief with the students</p>

Active Shooter Procedures



Run

First and best option



If there is a way out- do it

Do not take personal belongings

Call 911 when in a safe location



Hide

If you can't run, hide (lockdown procedures)



Lock or barricade the door

Hide in a bathroom, closet, or behind furniture

Silence cell phone

Reassure children- stay quite

Do not leave until directed by law enforcement



Fight

Last Resort



Only fight if lives are at risk

Find something to fight with- act with aggression

Call 911 when you are safe

Active Shooter (Lockdown) Drill

Preparation and Notification	<p>Announce the lockdown drill to the children and remind them how to perform a lockdown drill</p> <p>Use code word "quiet drill" so as to not scare children</p> <p>Reassure that this is for practice and everyone is safe</p>
Evacuation Procedure	<p>If there are children playing outside, bring them inside</p> <p>Go to the nearest room or designated location away from the danger; tell staff and families outside the building that they cannot enter the building and to find a safe location</p> <p>Bring attendance list, phone, any items needed for care and feeding (e.g. bottles, milk, diapers, wipes, and emergency medications)</p> <p>Lock the classroom doors and windows, cover the windows, turn off all lights and audio equipment</p> <p>Keep all children sitting on the floor, away from doors and windows. Use tables, cabinets, or other heavy furniture as a shield.</p> <p>Take attendance and ensure everyone remains quiet</p>
Headcount and Communication	<p>Turn cell phones on silent or vibrate</p> <p>It may not be safe to talk in a true emergency, but you can still call 9-1-1 and leave the phone on</p> <p>Do not make phone calls unless there is an emergency situation (e.g. injured child in need of immediate medical attention)</p>
Care and Supervision	<p>Ensure that all children stay quiet (hold hands, rock back and forth, offer pacifiers to infants)</p> <p>Ensure that nutrition, hygiene, and medication needs are met</p>
Re-entry and Conclusion	<p>Remain at the designated evacuation area until the administrator announces the end of the drill</p> <p>Take attendance to ensure that all students are accounted for, and debrief with the students</p>

Shelter-in-Place (Tornado) Drill

Preparation and Notification	<p>Announce the tornado drill to the children and remind them how to perform a tornado drill (e.g staying together, exit routes, etc.)</p> <p>Reassure that this is for practice and everyone is safe</p>
Evacuation Procedure	<p>If children are playing outside, bring them inside</p> <p>Secure or store outdoor toys, furniture, and equipment that may act as missiles</p> <p>Seek shelter in an interior, protected area of the building in the lowest level possible and keep children away from windows</p> <p>Bring attendance list, phone, any items needed for care and feeding (e.g. bottles, milk, diapers, wipes, and emergency medications)</p> <p>Take attendance to ensure everyone has made it outside safely</p>
Headcount and Communication	<p>Hold up a thumbs up to demonstrate that all students and staff are accounted for</p> <p>Notify administrators and/or authorities IMMEDIATELY of any missing students or staff</p> <p>Keep cell phone within reach at all times</p>
Care and Supervision	<p>Ensure that all students and staff stay with their group in the designated safe location</p> <p>Ensure that nutrition, hygiene, and medication needs are met and provide developmentally appropriate activities</p>
Re-entry and Conclusion	<p>Remain at the designated evacuation area until the administrator announces the end of the drill</p> <p>Return to the classroom, take attendance to ensure that all students are accounted for, and debrief with the students</p>