

# MONTESSORI HOUSE SCHOOL EMERGENCY PREPAREDNESS PLAN

The first responsibility of staff in an emergency evacuation or relocation is to **MOVE THE CHILDREN TO A DESIGNATED SAFE AREA OR ALTERNATE SHELTER.**

## TYPES OF EMERGENCY RESPONSES AND PLAN:

### **EVACUATION** - Fire Alarm Sounds

Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire).

- Caregiver in charge will take the clipboard with attendance.
- Check restrooms and close doors.
- Line up and count to ensure all children are present.
- Children age 24 months and younger will have additional administrative staff member present to assist in moving to a designated safe area during evacuation, relocation or sheltering/lock-down.
- Children older than 24 months, with limited mobility or who need additional assistance, will have additional administrative staff member present to assist in moving to a designated safe area.
- Evacuate the building, to the designated safe area (inside school's fenced playground, along Lakemont Bend Ln.)
- Take attendance using face/name recognition.
- Confirm all are present (green sign), if a child is missing (red sign).
- Admin (person in charge) takes the RED emergency bag (located next to the first aid kits), which contains parent and emergency contact telephone numbers, allergy information, and authorization for emergency treatment and first aid kit.
- Approval must be received before reentering building.

### **RELOCATION** - Fire Alarm Sounds

Imminent situation rendering inside and outside of building unsafe (example: flooding).

- Caregiver in charge will take the clipboard with attendance.
- Check restrooms and close doors.
- Line up and count to ensure all children are present.
- Children age 24 months and younger will have additional administrative staff member present to assist in moving to a designated safe area during evacuation, relocation or sheltering/lock-down.
- Children older than 24 months, with limited mobility or who need additional assistance, will have additional administrative staff member present to assist in moving to a designated safe area.
- Evacuate the building, to the designated safe area (MHFC will relocate to MHES and vice versa.)
- Take attendance using face/name recognition.
- Confirm all are present (green sign), if a child is missing (red sign).
- Admin (person in charge) takes the RED emergency bag (located next to the first aid kits), which contains parent and emergency contact telephone numbers, allergy information, and authorization for emergency treatment and first aid kit.
- Approval must be received before reentering building.

## **SHELTERING - 3 Whistle Blows & “Shelter In Place” is announced**

Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the school unsafe (example: tomado).

- Caregiver in charge will call all students and employees into buildings.
- Caregiver in charge will take the clipboard with attendance.
- Caregiver in charge will take activity bag (containing books/plan for extended shelter time).
- Children age 24 months and younger will have additional administrative staff member present to assist to move to a designated safe area during evacuation, relocation or sheltering/lock-down.
- Children older than 24 months, with limited mobility or who need additional assistance, will have additional administrative staff member present to assist to move to a designated safe area.
- Take shelter in designated safe areas:
  - **Toddlers: Kitchen**
  - **EC: Restrooms**
  - **EL: Area between restroom/sinks**
- Take attendance using face/name recognition.
- Confirm all are present (green sign), if a child is missing (red sign).
- If outside and unable to reach shelter indoors, lie flat, ideally in a ditch or depression.
- Admin (person in charge) takes the RED emergency bag (located next to the first aid kits), which contains parent and emergency contact telephone numbers, allergy information, and authorization for emergency treatment and first aid kit.
- Approval must be received from person in charge before leaving safe area.

## **LOCK-DOWN – Long Tone & “Lock-Down” is announced**

Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the school unsafe (example: endangering person on premises or in area).

- Caregiver in charge will summon students and employees into designated safe areas within the school.
- Children age 24 months and younger will have additional administrative staff member present to assist to move to a designated safe area during evacuation, relocation or sheltering/lock-down.
- Children older than 24 months, with limited mobility or who need additional assistance, will have additional administrative staff member present to assist to move to a designated safe area:
  - **Toddlers: Classroom Restroom/Changing Area**
  - **EC: Restrooms**
  - **EL: Area between restroom/sinks**
- Turn off lights, sit on floor and remain quiet.
- Do not leave a classroom, office, or building without approval from the police or HOS.
- Do not attempt to confront or subdue intruder.

**IN THE EVENT OF FIRE OR EMERGENCY REQUIRING CAMPUS EVACUATION, ALL STUDENTS WILL BE WALKED TO THE SECONDARY BUILDING SHELTER LOCATION, AS EVACUATION SITE**

Secondary Safe Meeting Places:

Montessori House for Children  
20625 Lakemont Bend Lane  
Richmond, TX 77407

Montessori House Elementary School  
7233 S. Mason Rd.

**HOW WILL THE SCHOOL COMMUNICATE DURING AN EMERGENCY:**

- **FOR FIRE OR EVACUATION**: Admin will call 911. School admin will use cell phones if power is out or if school has evacuated outside the building.
- **FOR POLICE OR EMS SERVICES**: Admin will call 911. School admin will use cell phones if power is out or if school has evacuated outside the building.
- **FOR HEALTH EMERGENCY**: Admin will call 911.
- **ROSENBERG OFFICE OF DFPS**: Admin will call 832-595-3000
- **PARENTS**: If possible, parents will be notified by e-mail and we will leave a message on the answering machine in the school office. Caregiver will use their classroom lists to make calls by cellular phone should there not be enough time to notify parents by e-mail or change the message on the answering machine. If cellular phones are inoperable, the children will remain with their caregivers at the designated safe area until a parent or approved adult arrives to retrieve them.

**NON-EMERGENCY OR AFTER HOURS CONTACT NUMBERS:**

- SHERIFF'S OFFICE: 281-342-6116
- SCHOOL DIRECTOR: 713-875-3347
- SCHOOL OWNER: 281-468-0160

**DFPS HAS THE OWNERS NUMBERS ON FILE:**

BOB NELSON: (281) 610-6585  
PAMELA NELSON: (281) 468-0160

**HOW WE CONTINUE CARE FOR THE CHILDREN UNTIL EACH CHILD HAS BEEN RELEASED:**

Children will be kept safe and engaged until the released from evacuation, relocation or sheltering/lock-down. Activities will include storybooks, songs and games.

**HOW WE WILL REUNIFY THE CHILDREN WITH THEIR PARENTS AS THE EVACUATION, RELOCATION OR SHELTERING/LOCK-DOWN IS LIFTED:**

Whether we are in our designated safe meeting area or in our building, we will ONLY release children to those whose names are on the approved pick-up lists provided by the parents and when we have received advisement from the Fort Bend County Emergency Services.