

Emergency and Disaster Plan for

Ambrosia Montessori

(PROGRAM NAME)

2023

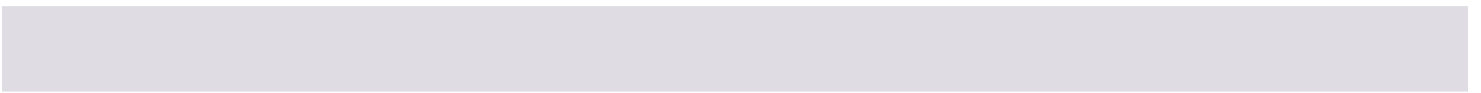


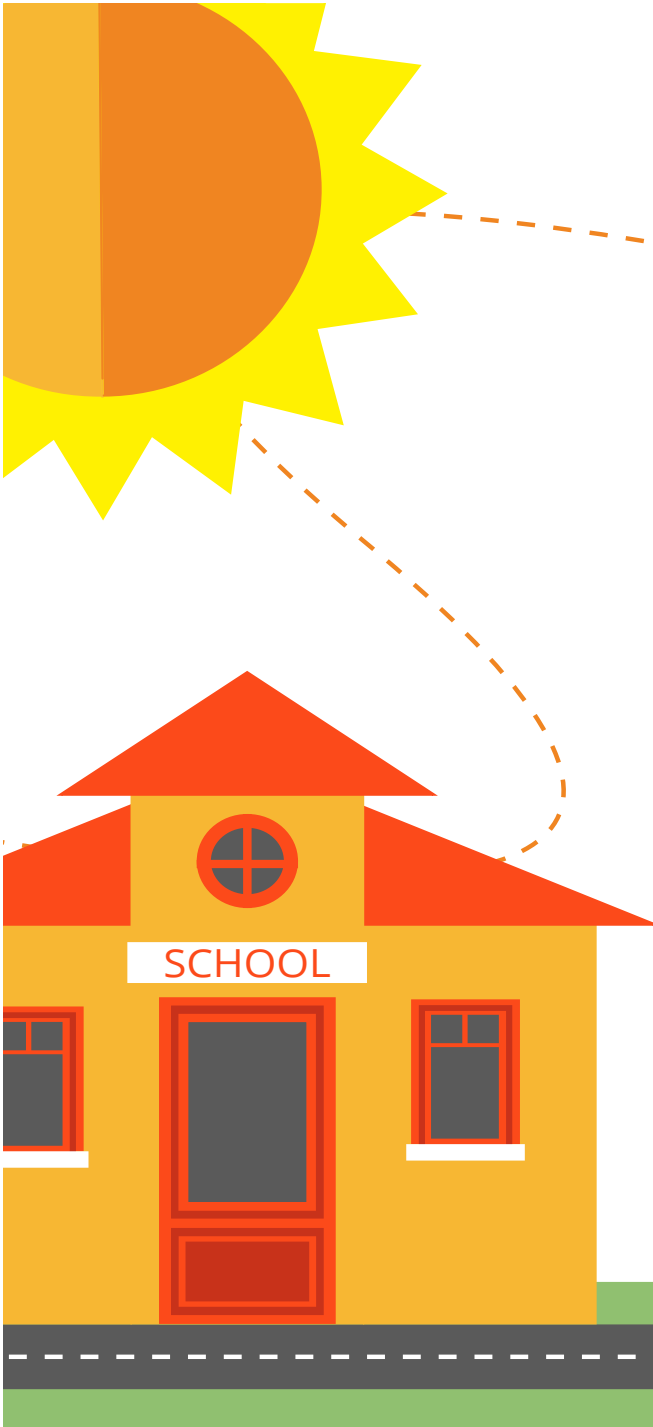
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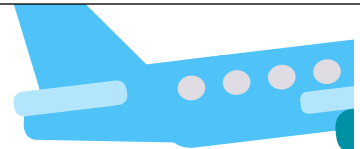
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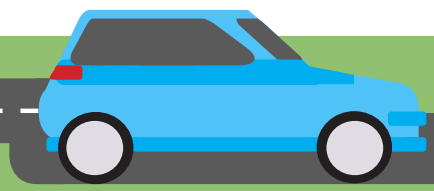
Center Information



Out of Area Contact Name
<u>MAMATHA NARAPARAJU</u>
Out of Area Contact Phone Number
<u>215-687-9200</u>



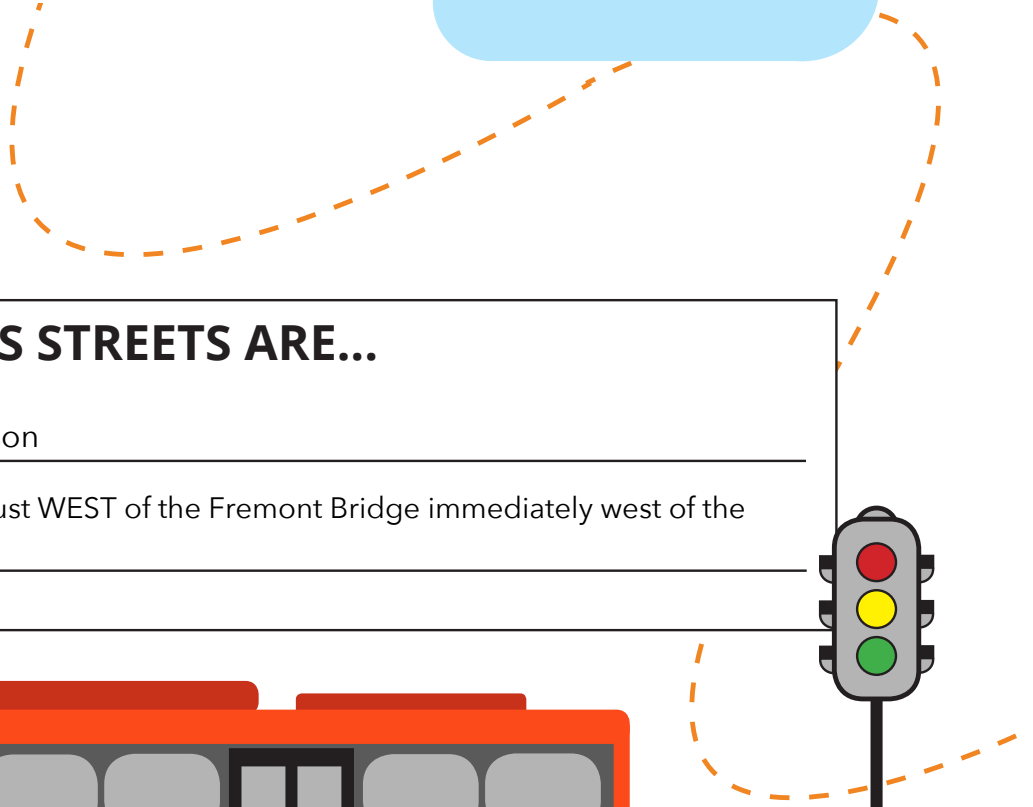
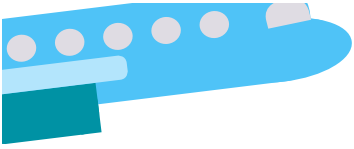
OUR ADDRESS IS...	
<u>192 Nickerson Street</u>	
Address Line 1	
<u>Suite 200</u>	
Address Line 2	
<u>Seattle</u>	<u>WA</u>
City	State
<u>98109</u>	
Zip Code	



The purpose of this plan is to assist child care and early learning programs in preparing for an responding to an emergency or disaster.

All programs are encouraged to seek additional information and training on emergency/disaster preparedness from their local emergency management or public health agency.

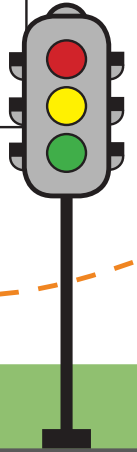
This plan template was prepared by Seattle Office of Emergency Management.



OUR CROSS STREETS ARE...

Etruia & Nickerson

We are located just WEST of the Fremont Bridge immediately west of the Alquist Winery



EMERGENCY INFORMATION

POLICE	EMERGENCY 9-1-1	NON-EMERGENCY 206-625-5011
FIRE/EMERGENCY MEDICAL SERVICES (EMS)	EMERGENCY 9-1-1	NON-EMERGENCY 206-386-1400
POISON CONTROL CENTER	1-800-222-1222	
CHILD PROTECTIVE SERVICES	1-800-562-5624	
HARBORVIEW EMERGENCY ROOM	206-244-3000	
ANIMAL CONTROL	206-386-7387	
SEATTLE CITY LIGHT	206-684-3000	OUTAGE HOT LINE 206-684-7400
SEATTLE PUBLIC UTILITIES	206-684-3000	24-HOUR HOT LINE 206-386-1800
PROPERTY MANAGER	NAME JADINA TERASHITA	PHONE NUMBER 206-388-1738
INSURANCE AGENCY	POLICY NUMBER Infinity Insurance Partners	PHONE NUMBER Chad W 602-698-4169
AUTO POLICY PROVIDER	POLICY NUMBER NA	PHONE NUMBER
FACILITY POLICY PROVIDER	POLICY NUMBER CP2656341 & umb XL1626780	PHONE NUMBER
PROGRAM CELL PHONE(S)	PHONE NUMBER 215-880-5148	PHONE NUMBER 360-820-1078
CHILD CARE LICENSOR	PHONE NUMBER 206-492-3183	PHONE NUMBER
PUBLIC HEALTH NURSE	NAME unassigned	PHONE NUMBER
EVACUATION SITE ADDRESS	ADDRESS Field east of 192 Nickerson	PHONE NUMBER 206-207-2849
EVACUATION SITE ADDRESS	ADDRESS 180 Nickerson St	PHONE NUMBER 206-207-2849

FACILITY INFORMATION



We have developed this emergency plan to provide safe care for our children should an emergency occur during hours of operation.

A copy of this plan is always available for review and is located:

In every Classroom, In the Kitchen (suite 100), In the Laundry Room (suite 110) and in the Administrative Office (suite 200).

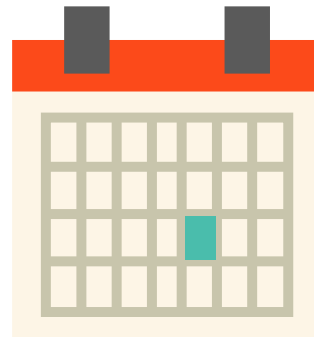
Staff is introduced to this plan during employee orientation. Additionally, We review the plan with staff:

Monthly

Quarterly

Bi-Annually

Annually



Fire extinguishers are located in the following areas:



1st floor corridors and kitchen

2nd floor corridors

The following staff members are trained in utility control:

Andrea Mosko

Meaghan Carroll

HAZARD MITIGATION



Assuring a safe environment is an important step in disaster planning. Hazard mitigation is the key to preventing injuries both every day, and during a disaster. Mitigation is done throughout the facility.

Hazard Mitigation Priorities

Ask the following questions to start thinking about mitigation...

1. Would or could it break and fall and hurt someone?
2. Would or could it break and fall and block a primary exit from a room?
3. Would or could it break and fall and keep the facility from opening the next day or soon thereafter?
4. Does it hold sentimental value?

How to Mitigate Risk

- Bolt, anchor, or strap furnishings to the structural parts of the building (studs or framing) to prevent injuries and prevent falling objects blocking exits.
- Rearrange the furnishings to prevent injuries and prevent falling objects from blocking exits.
- Keep beds and cribs away from windows or glass
- Store chemicals safely in locked/child-safe cabinets or storage spaces.
- Provide back-up for important records in a place off-site and out of the area of the facility.

Mitigation Activities

Knowing that our environment is ever-changing, we regularly reassess for hazards and correct them as soon as possible. All staff regularly review their areas and/or classrooms to ensure the environment is safe. In addition, to ensure that each area is viewed objectively, we rotate staff to look for hazards in program areas in which they usually do not work.

The charts on the following pages track the work done to reduce any hazards in our facility. Copy and complete one for all rooms, including classrooms, offices, hallways, storage rooms, and kitchens.

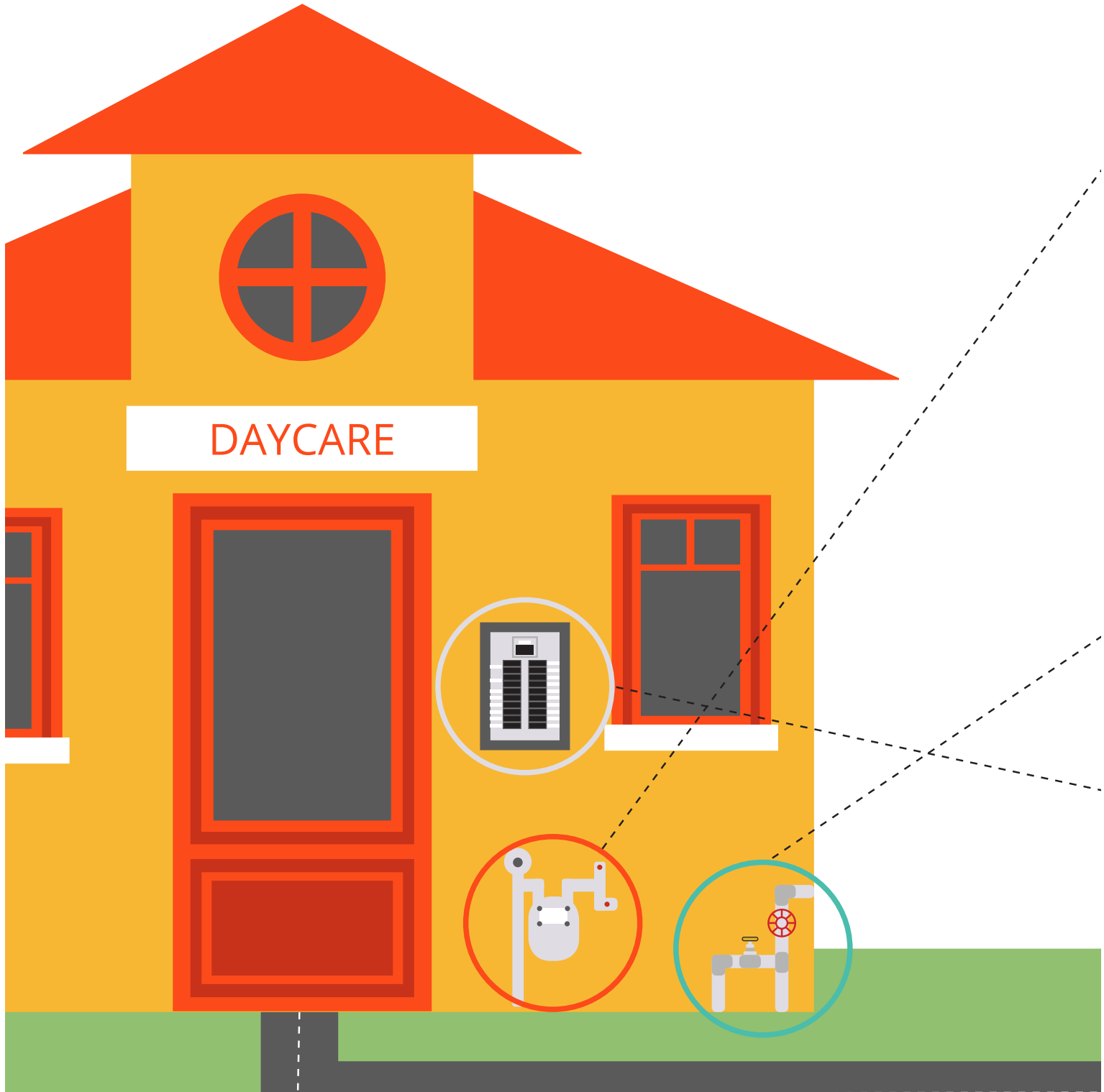
We formally review our environment for hazards every Every Morning.

USE THE FORMS IN THE MATERIALS SECTION TO TRACK MITIGATION ACTIVITIES.



Icons made by Freepik from www.flaticon.com

UTILITY CONTROL FOR CHILD CARE CENTERS



Normally, If you detect or even suspect that you have a natural gas leak you should:

- Leave the area immediately. If you're indoors, evacuate the building.
- Call PSE at 1-888-225-5773 or 911, but don't use your landline phone, which may cause a spark.
- Don't do anything else that might create a spark, including flipping any switches. PSE will immediately dispatch a technician to check that your area is safe, at no charge.

During a city-wide emergency such as a large earthquake, 911 and gas company representatives may not be available. In this case, you will need to shut off your own gas if you suspect a leak.

EMERGENCY GAS SHUT-OFF: Most meters are located at the front or side of a facility. Some may be inside or in the back of the building. Don't turn off the gas if there is no leak. If you do not smell or hear gas escaping, you should not turn off the gas.

DIRECTION: Locate the meter shut-off valve. It's usually the first fitting on the gas supply pipe coming out of the ground near your meter. Use a long-handled wrench to give the valve one-quarter turn in either direction so that the lever is crosswise to the pipe. Once the gas is off, leave it off. Contact your gas company to inspect the system, check the relight appliances.

EMERGENCY WATER SHUT OFF:

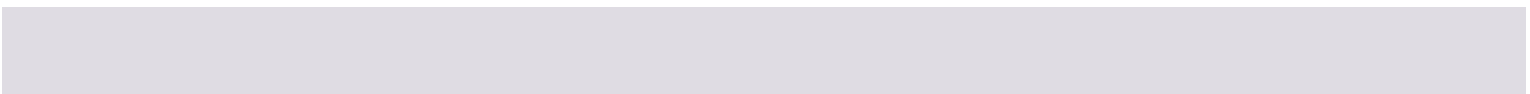
Ambrosia Montessori is located within a larger facility that is managed by Ship Canal Trail SPE LLC & LMS Ship Canal Trail LLC. Only the building's engineer may access the emergency water shut off for the building. Building Engineer: Stefen Isaac: 206-698-3338.

The staff is trained to turn off water at the site of each water fixture only.

EMERGENCY ELECTRICAL SHUT OFF:

192 Nickerson Street is serviced by three-phase power. Only the Building Engineer may access and shut off the electricity to the facility.

EDUCATION & DRILLS



Staff, Child, & Family Emergency Preparedness Training

- Personal preparedness, including:
 - Emergency contacts
 - Home/family plans
 - 7-10 day supply of food and water at home
- Facility's emergency/disaster plan
- Personal role in plan and responsibilities before, during, and after a disaster
- Safe actions to take in event of a fire or earthquake
- Reducing hazards in environment
- Controlling utilities
- _____
- _____

We educate staff At Orientation, Every September & when policy changes occur.
(How often)

Children are educated about

- Safe action to take in the event of a fire or earthquake (if age-appropriate)
- *Safe action to take in the event of an exterior environmental hazard or threat requiring shelter in place (if age appropriate)*

We educate children Annually, and when there is a change/update to the plan
(How often)

Parents are educated about

- The facility's plan, including:
 - Care provided to children in all circumstances
 - Communication in case of a disaster
 - Procedures for releasing children and reuniting families
- *Safe action to take in the event of an exterior environmental hazard or threat requiring shelter in place (if age appropriate)*

We educate parents Annually, and when there is a change/update to the plan
(How often)



Staff, children, and parents/guardians must be educated about your facility's disaster plan and what will be expected of them in the event of an emergency or disaster.

All adults should be reminded that children take their emotional cues from adults around them. In general, calm adults mean calm children.

CRITICAL DRILLS

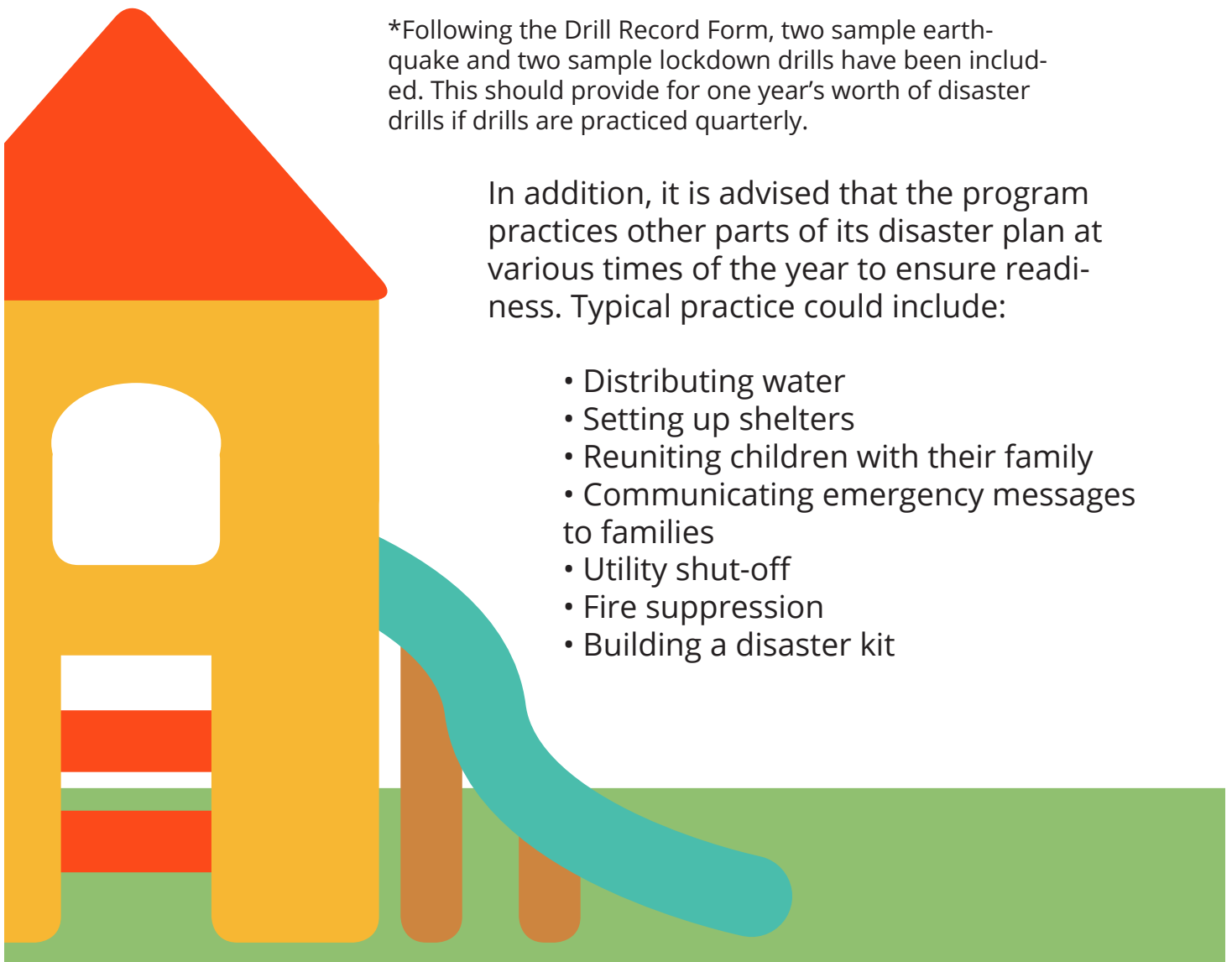
There are three critical drills that should be practiced at the facility on a regular basis. These drills are **fire drills**, **earthquake drills**, and **lockdown drills**.

All drills should be done with the intent of finding areas for improvement. They should be thoughtfully planned, with clear goals and objectives. Each time a drill is completed, it is recommended that you utilize the “Drill Record Form” found in the Forms Annex to keep a history of what has been practiced, evaluate how it went, and plan for any needed changes.

*Following the Drill Record Form, two sample earthquake and two sample lockdown drills have been included. This should provide for one year’s worth of disaster drills if drills are practiced quarterly.

In addition, it is advised that the program practices other parts of its disaster plan at various times of the year to ensure readiness. Typical practice could include:

- Distributing water
- Setting up shelters
- Reuniting children with their family
- Communicating emergency messages to families
- Utility shut-off
- Fire suppression
- Building a disaster kit



Emergency Drill Schedule at Ambrosia Montessori

Fire Drills: Practiced once a month throughout the year with all staff and children.

Earthquake Drills: Practiced once every three months with all staff and children.

Shelter-In-Place Drills: Practiced every staff In-Service training day with adults only.

** Minimum licensing requirements for child care centers require quarterly disaster drills. More frequent drills are recommended.



Evacuation Locations

[Immediate Evacuation Location](#) is directly East of the school building on the field. This is a safe location should there be a temporary need for evacuation from our premises.

In the event of a temporary evacuation to the Immediate Evacuation Location, family reunification will happen after we have returned to the school building and the reunification procedures will be in accordance with our normal daily on-site reunification procedures. All persons authorized to pick up children must be prepared to show identification at every pickup.

In the event of an evacuation to our intermediate evacuation site, the families will be notified through our childcare management application and, if possible, via email.

[The Intermediate Evacuation Site](#)

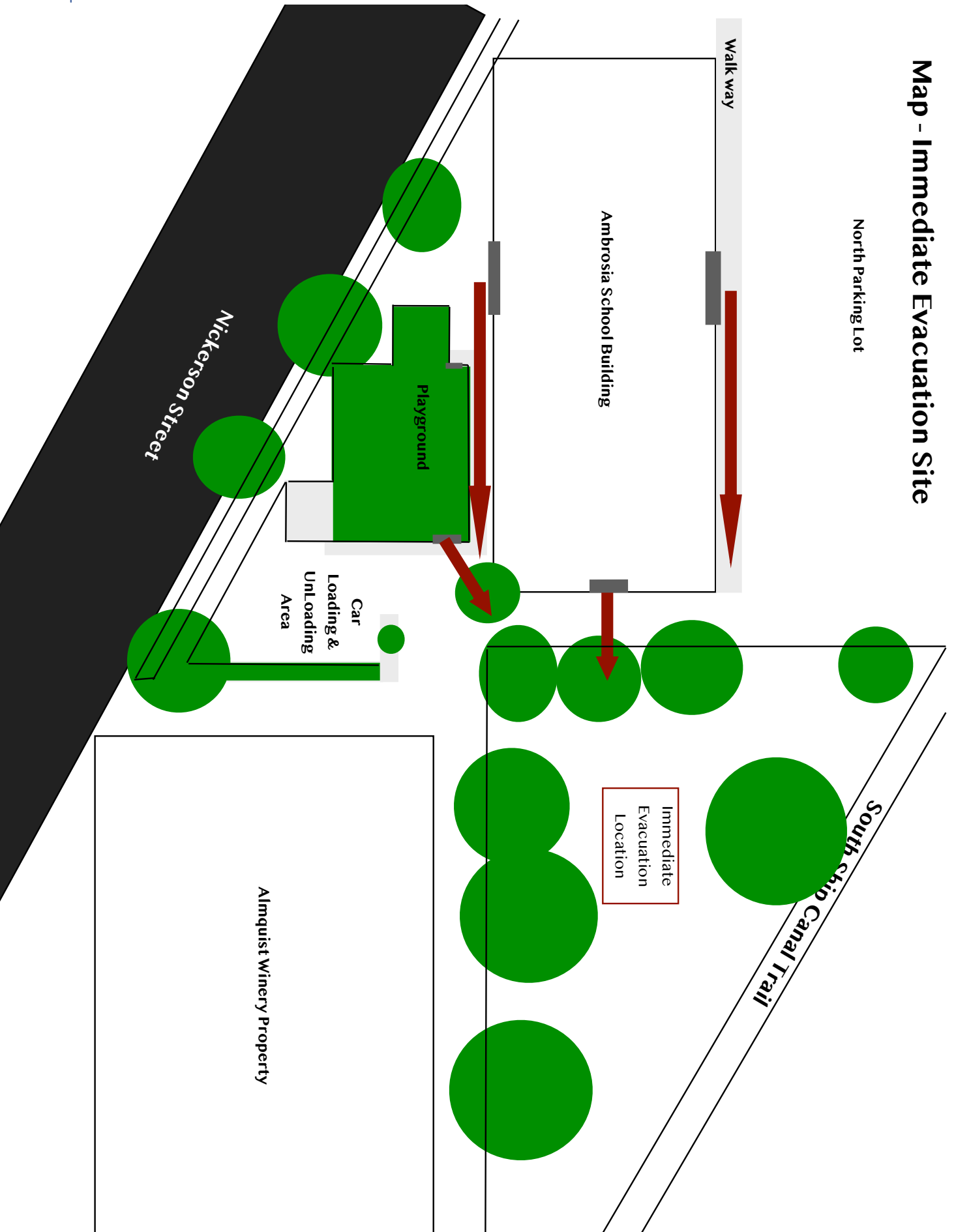
180 Nickerson Street, Seattle WA 98109

[Long Term Evacuation Site](#)

Should the evacuation require a more distant evacuation location, Ambrosia Montessori will be following the instructions from public safety officials to relocate the children and staff safely. In the event of a major disaster, Ambrosia Montessori will attempt to communicate through the childcare management app and via email; however, should communication be significantly disrupted, AlertSeattle, will be the means of communication. **A long-term evacuation site** will be determined by public safety officials and therefore cannot be identified specifically in this document. The address of this location will be posted on the entrance doors of Ambrosia Montessori and be sent by push notification through the childcare management app.



Map - Immediate Evacuation Site



North Parking Lot

Walk way

Ambrosia School Building

Playground

Car Loading & Unloading Area

Nickerson Street

Alquist Winery Property

South Ohio Canal Trail

Immediate Evacuation Location

CHILD RELEASE & FAMILY REUNIFICATION



On a daily basis, parents/guardians entrust child care centers with the safety, health and well-being of their children. Once a child arrives at the center, staff is morally and legally responsible for that child until they are picked up by parent/guardian or authorized individual.

This responsibility remains, even when disaster strikes and circumstances require schools to keep students beyond the normal business day.

Staff Preparedness Training and Roles in an Emergency

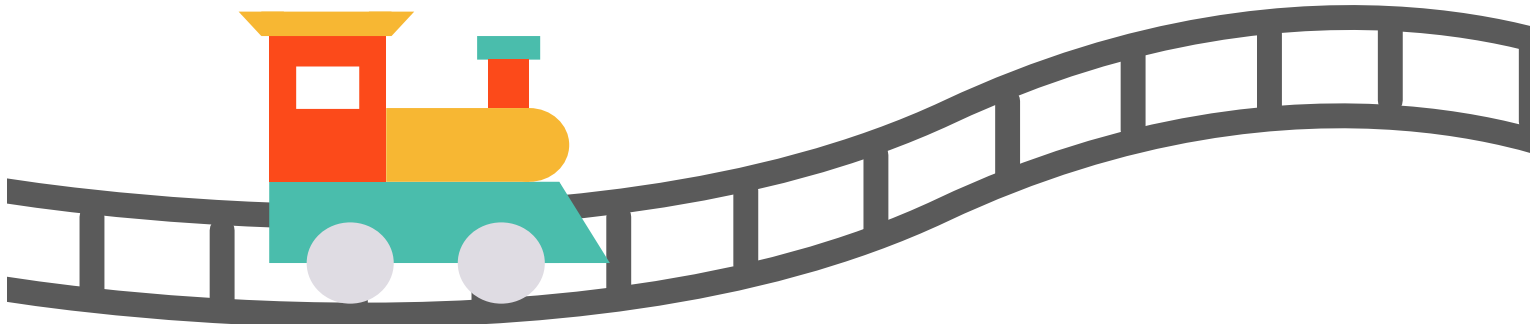
Staff are educated on the following topics: Procedures for immediate, intermediate and long-term evacuations. Staff roles during the evacuation response; roles to ensure continued care during the period of evacuation; and roles to ensure the safe reunification of families with their children. Details in the section entitled “Staff Education”.

Preparation requirements

- Emergency contact information (both local and out-of-area). The recommendation is at least 3 emergency contacts with 1 being an out-of-area contact.
- Maintenance of Emergency Supply for each child that provides for water, nutrition, clothing and care for three days.
- Education of the families and the staff on emergency procedures.

Communication and Reunification

- The primary modes of communication will be via email and push notifications through the childcare management software used by the program.
- AlertSeattle is a free emergency notification services that will provide emergency information and direction in the event of emergencies in the city of Seattle. Instructions for signing up for alerts can be found in the section entitled “AlertSeattle”.



ALERT SEATTLE

EMERGENCY ALERTS AND NOTIFICATIONS



1 ENROLL ONLINE

- Go to alert.seattle.gov
- Tell us how to reach you (receive alerts by text message, email or voice message)
- Your information is private



2 RECEIVE ALERTS

Select alerts you want to receive (emergency alerts and community notifications)



3 STAY INFORMED

This system is available to anyone who lives, works, travels through or visits Seattle

Sign up for AlertSeattle at
alert.seattle.gov

ALERT SEATTLE

EMERGENCY ALERTS AND NOTIFICATIONS

What is AlertSeattle?

AlertSeattle is the city's official emergency notification system. **AlertSeattle** is a FREE service that allows you to sign up online to receive customized alerts by text message, email, voice message and on social media (Facebook and Twitter).

How Does It Work?



What Types of Alerts Will I Receive?

EMERGENCY ALERTS are sent when there is a significant risk to life and/or property, at any time of day.

COMMUNITY NOTIFICATIONS are customizable and are sent only during the hours of 8 a.m. – 9 p.m. They include notifications about severe weather, safety, health, utility service disruptions, major traffic incidents, and more.

How Much Does It Cost?

AlertSeattle is a FREE service. However, you may incur charges from your cellphone company if you have a per-call or per-text limit on your mobile device.

Will My Information Be Shared?

No. The information you provide will be used for emergency alerting purposes only. Your information will not be shared with any other vendor or organization.

alert.seattle.gov

Reunification Procedures

Families will be required to wait outside the evacuation site. Families and authorized pick up adults will be required to show government ID in order for Ambrosia Montessori to release children to the care of families and authorized adults.

In this scenario, the staff and authorized pick up adult will both sign the release paper demonstrating that the child is no longer in the care of Ambrosia Montessori and the authorized pick up adult is accepting the responsibility of care of the child. The release form will include the following information:

1. The Name of the Child being Picked Up (to be completed by staff)
2. The Date (to be completed by Staff)
3. The Time of Pick Up (to be completed by Staff)
4. The location of Pick Up (to be completed by Staff)
5. The Printed Name of the Authorized Pick Up Adult (to be completed by authorized pick up adult)
6. The Signature and Date of Signature of the Authorized Pick up Adult
7. The Signature and Date of Signature of Staff member that is releasing the child.



Staff Roles in Reunification

Documentation Staff

Documentation Staff will be located at the access point to the evacuation location. These staff members are responsible for completing the authorized pick-up paperwork for every child in care at the evacuation site. Documentation will record the following information on the release paperwork.

1. Enter the Name of the Child being Picked Up (to be completed by staff)
2. Enter Date (to be completed by Staff)
3. Enter Time of Pick Up (to be completed by Staff)
4. Enter the location of Pick Up (to be completed by Staff)
5. VERIFY THE IDENTITY OF THE ADULT
6. Once verified, have the authorized adult Print their Name
7. Ask Authorized Adult to keep their ID out for the Release staff to confirm.
8. PASS PAPERWORK TO STAFF RELEASING THE CHILD TO PARENT.

Release Staff

Release staff will complete the following elements of the paperwork:

1. Confirm that the paperwork, ID and child are all correct on the paperwork.
2. Call for child that is being picked up by an Authorized adult, either by walkie-talkie, or via the Runner.
3. Collect the Signature and Date of Signature of the Authorized Pick-up Adult
4. Sign and Date as the Staff member that is releasing the child

Runners

The Runners are staff that are bringing children to the reunification door at the direction of the release staff at the direction of the release staff.

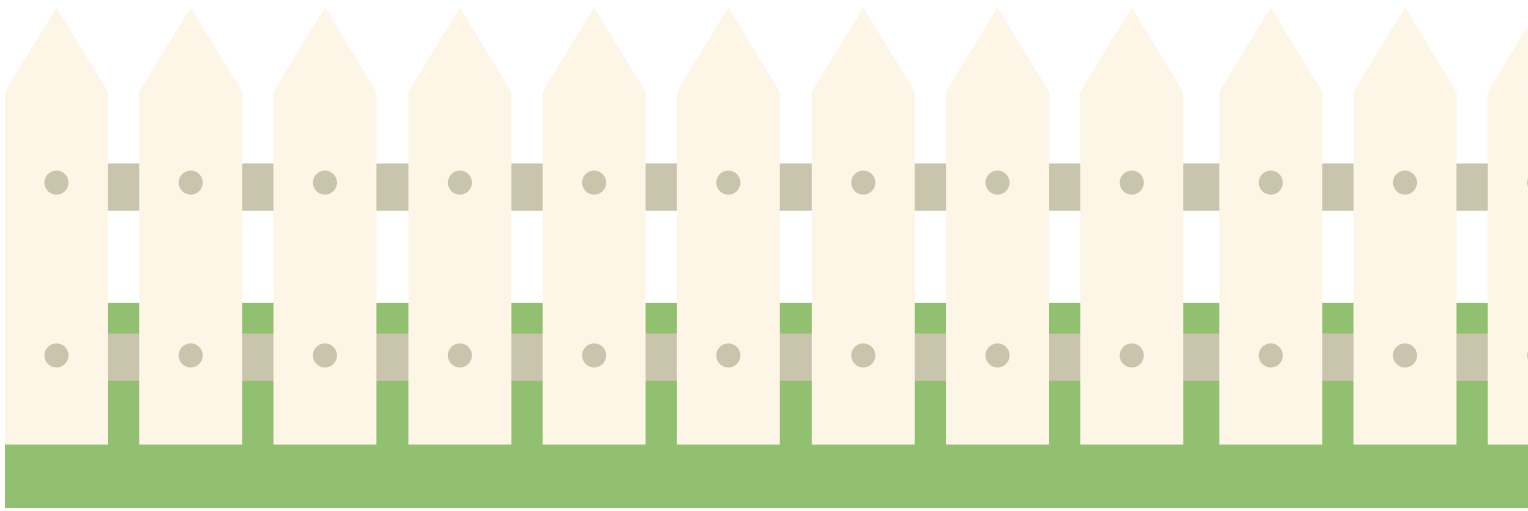
Care Staff

Care Staff are to remain with the evacuated children to provide care, and supervision throughout the period of the evacuation.



Why the process?

Maintaining and proper child release and family reunification procedure allows for the safety of all children by ensuring continuous supervision, re-release to the proper families or emergency contact, and creating clear and thorough documentation.



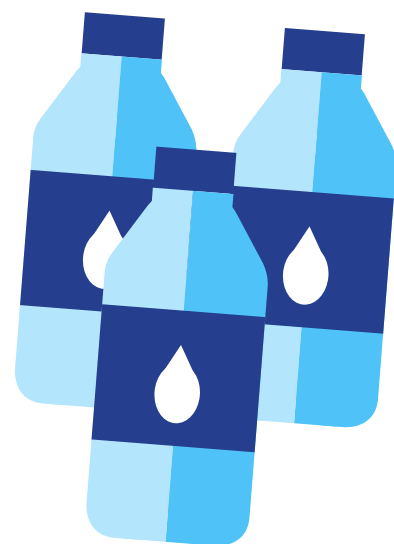
EMERGENCY SUPPLIES



GRAB & GO BAG

Be sure this is located somewhere you can grab it on your way out of the door.

- Backpack, labeled for easy identification, containing:
 - Emergency forms for students and staff
 - “Rescue” medications with authorization forms
 - Whistle
 - Flashlight and batteries
 - First aid kit
 - Bottled water
 - Age-appropriate snacks and infant formula
 - Paper cups and/or infant bottles
 - Tarp or ground cover and emergency blankets
 - Tissues or toilet paper and/or wipes and diapers, as needed
 - Plastic bags
 - Age-appropriate time-passers (books, crayons, paper, etc.)



APPENDIX: FORMS & TIPS



Hazard Mitigation for _____

Safety Action Taken	Date and Comments
Tall or heavy furniture is secured to a wall.	
Heavy objects are placed low or properly secured.	
Shelves have adequate lips or strapping to prevent items from falling in an earthquake.	
Overhead cupboards have safety latches.	
Chemicals and poisons are stored safely (i.e. out of reach of children, in closed cabinets, no bleach and ammonia together).	
Windows are made of safety glass or are adapted to prevent shattering and injury.	
Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects.	
All exits are unlocked or can be unlocked or locked from inside without a key.	

Ongoing Room Review

Date & Initials:						
Actions Taken:						
Date & Initials:						
Actions Taken:						

Child Care Fire Safety & Emergency Drills Record for (year)

Annual Maintenance of Fire Extinguishers	Date: _____
---	-------------

Monthly Inspection of Premises to Identify & Eliminate Possible Fire Hazards												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												
Monthly checks to ensure these items are working properly:												
Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

Monthly Fire and Evacuation Drills						
Month	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)
JAN						
FEB						
MAR						
APR						
MAY						
JUNE						
JULY						
AUG						
SEPT						
OCT						
NOV						
DEC						

Earthquake, Lockdown, or Shelter-in-place Drill – once every three calendar months						
Type of Drill	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)

3-DAY CRITICAL MEDICATION AUTHORIZATION FORM

(These medications are to be used only in case of disaster requiring the child to remain in care past usual hours)

Child's Name:	Date of Birth/Age:
Name of Medication:	Reason for Medication:
Date to be replaced/rotated*: ____/____/____	Expiration date of medication: ____/____/____
<input type="checkbox"/> Scheduled times to be given (please list times below):	<input type="checkbox"/> To be given as needed for the following symptoms (list symptoms below):
Dose (Amount to be given):	
Possible Side Effects:	Route: <input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
	Requires Refrigeration: <input type="checkbox"/> Yes <input type="checkbox"/> No
Above information consistent with label? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Instructions:	

* Maximum 6 months – sooner as needed.

Parent/Guardian: Please inform child care program if child's health status/medication changes.

Health Care Provider Name (please print)

(____)_____
Phone Number

Health Care Provider Signature

Date

Parent/Guardian Name** (please print)

(____)_____
Phone Number

Parent/Guardian Signature

Date