

Steps and Operations Needed for Reopening

Facility Inspection and Repair:

Building inspections and licensing approval will be done through the Fire Department, Police Department, the insurance company, and DFS.

Contacting Families and Support Staff:

The Emergency Response Team will be responsible for informing families and additional support staff of an expected reopen date. The support staff includes accounting personnel and janitorial personnel.

Accessing Records:

Records will be saved at an off-site location and will be recovered by the Director or Assistant Director. Use of a flash drive for information is the preferred method and should include child information, staff/personnel

Contact for Help with Post-disaster Cleanup:

The ERT and Board of Directors will make the appropriate contacts for assistance.

NACCRA – 703-341-4101

The goal of recovery is to return to learning and restore normalcy as quickly as possible. Focus needs to be on the children and the physical building. Staff needs to take care of themselves, and counseling needs to be offered. Staff needs to be ready to deal with the emotional impact of the crisis, as well as assess the emotional needs of the children, other staff, and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Steps to follow in this process include the following:

- Return to the learning normalcy as quickly as possible.

- Focus on the building as well as the people during recovery.

- Provide assessment of emotional needs of staff, children, families, and responders.

- Provide stress management during class time.

- Conduct daily management during class time.

- Take as much time as needed for recovery.

- Remember the anniversaries of the crisis.

- Evaluate the successes or failures in these plans.

CHILD CARE PROGRAM

EMERGENCY PLAN



Montessori School of Cheyenne

UPDATE: 7/30/2024

Prevention

Taking action now can save lives, prevent injuries, prevent crisis, and minimize damage. We are here to protect the lives of our children and our teachers! The goal of prevention is to decrease the need for response by taking precautionary measures. There are several ways we do that.

- We have a security door to which only parents and staff have access. Please do not share this code with anyone outside of our current families who have been cleared by the front office.
- We ask for identification for every unknown person that comes into the school. We make sure they are authorized to pick up a child before they go through the security door.
- We have a visitor registry to make sure any visitors to our school have signed in and have a legitimate reason to be here. Please note that parents are welcome any time.
- We communicate with all teachers if there is anyone NOT allowed to pick up a child under any circumstances. It is also highlighted on the child's information sheet.

In the event of a pandemic outbreak, Montessori School of Cheyenne will implement the following procedures depending on the phase of the outbreak. There are four phases of an outbreak that MSC will be prepared for.

Phase 1:

A pandemic is declared in a Foreign Country and could potentially move to the United States. Prevention is priority at this stage. A Pandemic coordinator (Director) will be chosen who will assign responsibilities to employees of what needs to be completed at each phase. Potential outbreaks will be monitored. Employees will be educated on the outbreak and how to prevent spreading by using appropriate hygiene techniques. Proper hygiene supplies will be provided, including but not limited to: gloves, disinfecting supplies, masks, soap, hand sanitizer etc. Communicating and coordinating with critical service providers and suppliers will be performed and supplies that could be potentially needed will be ordered.

Phase 2:

This is initiated when a pandemic is declared in the United States. Prevention will still be a priority in this stage. Employees will be retrained on the phases and the precautions that need to be taken. Disinfecting precautions will become frequent. Educating the Parents on the phases and the outcomes of each will be communicated through e-mail, brightwheel messages and conversations. Supplies will be ordered if enough was not ordered in phase one.

Phase 3:

The pandemic is declared in Wyoming and possibly Cheyenne. Staff will be shortened, as much as possible to keep in line with DFS ratios, so employees can care for family members and take care of themselves. Parents will be asked to keep children home as much as possible. The school will be disinfected on a regular basis and proper precautions will be taken such as wearing a mask and gloves as well as washing hands constantly. Parents will be notified about the status of the plan through signs, the school's website, conversations and brightwheel messages.

Phase 4:

When the pandemic is widespread in Cheyenne and is considered unsafe to come into the school. In this phase, Parents will be notified through signs, the school's website, phone and brightwheel messages about the status of the plan. Parents will be asked to keep their kids home as the school will be closed until further notice. The school's email, website, facebook and brightwheel will be used to keep parents up to date. All phone messages will be checked if possible. Communication will be limited to email and brightwheel.

If an emergency happens while on a field trip, follow these steps:

1. Group all children together and make sure every child is accounted for.
2. Follow the disaster plan for wherever you are.
3. As soon as possible, communicate with the school about what is occurring. Do NOT put the safety of the children or staff in danger in order to call the school. Call ONLY when it is safe.

If an emergency happens at the school while a group is gone on a field trip, the Administration will notify them as soon as possible. The staff will then be instructed on what they are supposed to do.

1. Names of the Emergency Response Team.
2. A map of the school with evacuation routes.
3. Location of first aid kits, emergency backpacks, and panic buttons.
4. Community and emergency contacts.
5. Procedures for announcing an emergency event.
6. Media policy.
7. Parent support.
8. Host evacuation sites.
9. Staff support: what to do.
10. Disaster Plan for:
 - a. Lock downs
 - b. Tornadoes
 - c. Blizzards
 - d. Fire
 - e. Floods
 - f. Bomb Threats
 - g. Shelter in Place
 - h. Non-imminent danger situations
 - i. Earthquakes
 - j. Terrorist attack
 - k. Away from school
 - l. Pandemic Outbreak
11. Steps and operations needed for reopening the facility

Emergency Response Team

Georgie Johnson - 307-399-4597

Samantha O'Dell - 307-275-6995

The plans described in this manual are a set of procedures that will be used to guide the actions of school personnel in case of an emergency. The Emergency Response Team members will meet at least once a year to update and modify the handbook. They will also update the emergency backpacks and files as needed.

Disaster Plan – Terrorist Attack

In the event of a 9/11 equivalent attack in our city, please follow these steps. They are the same as the lock down procedures.

1. Have the children remain in classroom.
2. Take the attendance clipboard and tablet with you.
3. An assigned teacher needs to make sure all doors and windows are locked. Please put down all shades. Check the bathrooms and all hidden areas for children.
4. Once all children and teachers are accounted for, lock the door.
5. Do a roll call of all children.
6. Please remember to stay calm.
7. Under NO circumstances are you to allow children to leave the room. As much as possible, have the children remain quiet and calm.
8. Parents will be notified to come and pick up their children, and the school will be closed until deemed safe to reopen.

As earthquakes are completely unpredictable and there is usually no way to issue a warning in advance, do not expect an alarm to go off. The first indication of an earthquake may be a gentle shaking that causes hanging plants and light fixtures to sway or objects to wobble on shelves. It may, however, be a violent jolt similar to a sonic boom, or you may hear a low rumbling noise. **Take action at the first indication of the ground shaking.**

Do your best to remain calm and please ask the children to remain calm and as quiet as possible. Make certain that you can account for all the children.

Be aware that the noise that accompanies an earthquake can cause considerable emotional stress. During an earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling or flying objects. When the ground is shaking, students and staff are safest finding immediate shelter under tables, counters, or desks.

Stay inside and move away from windows, shelves, heavy objects, and furniture that may fall. Take cover under a table, in a corner, or in a strong doorway. If against a wall, kneel with your back to the wall, place your head close to your knees, cover the sides of your head with your elbows, and clasp your hands firmly behind your neck.

If your class happens to be outdoors during the earthquake, move to an open space away from buildings or overhead power lines. Lie down or crouch low to the ground because your legs will be unsteady. Be aware of dangers that may demand movement to keep you out of harm's way.

Our main First Aid Kit is in the main hallway in the closet labeled First Aid. It has a red cross on it and says "First Aid." It is checked and updated on a regular basis (at least every six months) and should have all necessary supplies as required by Department of Family Services licensing regulations.

We have emergency backpacks located in each classroom. Each backpack is filled with the following items for use in case of an emergency:

- First Aid Kit
- Trash bags
- Baby wipes
- Blanket
- Extra batteries
- Diapers and diaper cream (Toddler classrooms)
- Flashlights
- Moist towelettes
- Pain reliever
- Duct tape
- Games and balls
- Crayons and coloring books
- Extra clothes
- Tissues
- Masks
- Whistles
- Emergency contact and information books

Emergency food and water are stored in the kitchen area. Tools are located in the mechanical room and in the front office.

The Panic Buttons are located in 3 places around the school. There is one in the hallway supply closet. The second one is located in the kitchen, by the door. The third one is located under the office.

Cheyenne Police Department 911

Laramie County Sheriff 911

Cheyenne Fire Department 911

Ambulance 911

Cheyenne Regional Medical Center 307-634-2273

F.E. Warren Air Force Base 307-773-1110

Homeland Security 307-777-4663

Adjutant General – Air/Army Guard 307-772-6234

Air/Army Guard Operator 307-772-6110

City/County Health Department 307-633-4000

Peak Wellness Center 307-632-6392

Office of Youth Alternatives 307-637-6480

American Red Cross 307-638-8906

School Tragedies, Death of a Student or Staff Member, Emergency School Closures

The Emergency Response Team members will evaluate information regarding the situation to all teachers in their designated areas prior to a school-wide announcement.

The ERT members will stay at school to assist teachers with sharing any information with their students.

Staff will be reminded that counselors and support personnel are available, if they are needed, to address grief issues or personal concerns.

In a non-lock down situation, staff will be asked to support ERT members with whatever is requested.

Should a school-related tragedy, emergency, and/or death of a student or staff member occur after school hours, staff will be notified via telephone by someone in Administration.

If needed, an early morning staff meeting prior to the start of the school day will be held to debrief staff and to create a plan of action.

Biohazards, Chemical Spills, Etc.

If you witness a hazardous materials spill, call Administration immediately.

If the spill occurs outdoors:

1. A person in Administration will call 911.
2. Move students and staff indoors immediately to protect from the inhalation of airborne particles.
3. Close and lock all doors and windows to provide a tight seal.
4. Move all children to the hallway.
5. The assigned teacher needs to check the bathrooms and hidden places for children.
6. Take the clipboard and tablet with you to do attendance and your emergency backpack in case you need some supplies from inside it.
7. Seal the gaps under the doors with wet towels and duct tape or a similar thick tape.
8. Shut off fans and other ventilation/air circulation devices, such as the furnace. Adjust or turn off thermostats to shut off systems.
9. If you suspect that gas or vapors have entered the building, use the masks provided in the emergency backpacks or cover your mouth and the children's mouths with shirts, cloths, or towels.
10. Remain in the protected, interior areas of the building where toxic vapors are reduced and keep radios turned in to local stations for developing information. Remain until notified by phone, radio, or in person by a local official that it is safe to return to classrooms.

If the spill occurs indoors: *The spill would most likely involve a leak in our sprinkler system.*

1. Evacuate the affected areas of the building.
2. Move students and staff outside, upwind of the affected area.
3. Take your clipboard to take attendance.
4. A person in Administration will call 911.
5. Evacuate the staff and children to Coldwell Banker-The Property Exchange.
6. Shut off the building's ventilation system.

Announcing an Emergency Event

1. In the event of a community emergency, the sirens will sound. The closest sirens to us are the Golf Course, Davis Elementary School, and Hobbs Elementary School. We will follow up with the radio to figure out any details. These emergencies include tornado, flood, or nuclear attack.
2. In case of any other emergency in which staff and children need to be notified immediately, the fire alarm will be activated. These emergencies include fire only.
3. In case of other emergencies where a silent alarm needs to be activated, the Panic Buttons will be set off. These emergencies include lock downs, bomb threats, shelter in place, and non-imminent danger situations.
4. In addition to this, the teachers will be notified on an individual basis. Teachers not at school would be notified via the media or by telephone if telephones can be used.
5. Parents will be notified using the Alert feature on Brightwheel. The alert will be sent as a text message as well.

Media Policy

The Director has been designated as the Public Information Officer (PIO) for the Montessori School of Cheyenne. In the event of an imminent danger situation or emergency situation occurring at the school, the PIO will decide whether or not to alert the media, including the local television or radio stations.

Should the media arrive at our school, all requests for interviews, information, etc. will be directed to the PIO. Staff and students will decline all requests for interviews, so as not to subject themselves to further trauma.

CBS Channel 5 307-634-7755

Wyoming Tribune Eagle 307-634-3361

KFBC 1240 307-634-4461

KGAB 650 307-632-6500

Coldwell Banker-The Property Exchange 307-632-6481

Host Evacuation Sites

#1 – Coldwell Banker The Property Exchange

225 Storey Blvd.

307-632-6481

Contact: Pat Graham

Parents will be notified via Brightwheel as soon as children are safely evacuated.

If a legitimate and serious bomb threat has been made to the school, which means that the caller has stated that the bomb will detonate at a specific time or within so many minutes, the Director or someone in Administration will be notified and the building will be evacuated using fire drill procedures. The fire alarm will NOT be activated as this could detonate the bomb. The Administration will activate the Panic Button after the building has been evacuated. Follow these steps:

1. Have the children line up as we do for fire drills.
2. An assigned teacher needs to check bathrooms and hidden areas for children. **This teacher also needs to do a 60-second visual search of the area for foreign objects, packages, or other materials that are out of place. Report any such objects or packages to Administration as soon as possible.**
3. The children and staff will be evacuated to Coldwell Banker-The Property Exchange.
4. Take clipboard, tablet and emergency backpack with you.

Upon arrival, the Police Department will evaluate the situation and determine the need for a building inspection as well as the length of time required to conduct an inspection. At that time, the Director will determine as to when the school will reopen and be available to staff and children.

In the event of the possibility of flooding, the community sirens will be activated and an alert will be given over the weather radio. Please follow these steps:

1. Administration will turn on the radio for additional information.
2. Have the children line up and prepare to evacuate.
3. The assigned teacher needs to check the bathrooms and all hidden areas for children.
4. Take the clipboard with you to do attendance and contact parents if an emergency arises.
5. Seal the doors and windows as much as possible.
6. If we have time and flooding seems imminent, we will evacuate to Coldwell Banker The Property Exchange and higher ground.

Parent Support

In the event of an emergency situation at the school, parents will be asked to remain at home or away from the school, with the assurance that their family members (children and school employee) are being cared for in the best ways possible. They will be advised to stay tuned to the local media for further or additional information regarding the situation. We will also send Brightwheel updates when the situation allows us to do so.

Should the emergency be a closure due to inclement weather or a chemical spill, etc. parents will be notified by telephone from the classroom teacher and the PIO through Brightwheel. Notification may be made by radio or television as well. If parents are allowed to pick up their child, they may be asked to wait in the front office until their child can be brought to them, depending on the situation. Only authorized parents may pick up children at the school or at the evacuation site.

In the event of an imminent danger or emergency situation involving a lock down procedure, the staff is prepared to secure our students in a full lock down. A lock down is when all the doors and windows are locked and secured as best they can be. The children are all safely secured in a central room. Parents will be advised not to try to pick up their children at MSC, as they will not be allowed in the school until things are clear. It is our heartfelt desire that we make certain that no one's safety is jeopardized. Parents will be advised to stay carefully tuned in to local media for additional information as it becomes available.

In the event that law enforcement has determined that MSC students are to be evacuated from the premises, parents will be notified through the media and, if possible, through Brightwheel as to what is happening and how best to respond. A building evacuation plan is in place. In the event MSC students and staff need to evacuate, the first place we will go is Coldwell Banker The Property Exchange. The media will report needed information regarding how and when parents will be permitted to pick up their children at the evacuation sites.

Reunification

Staff will remain with children at evacuation sites until they are released. Children must be released to parents or authorized pick ups, verified by identification card and Brightwheel.

Staff Support

What do I do when an emergency occurs?

Stay calm, the children will respond to your behavior.

Remember to provide supervision to all children.

Maintain staff: child ratios and supervision during an evacuation.

Take attendance sheets and tablets to the evacuation point and check to make sure everyone is accounted for.

Remember what you have learned and follow practiced emergency and/or evacuation procedures.

Crisis and Stress Tips:

Take a few deep breaths to relax.

Count to 10 before speaking.

Talk to an adult family member or friend.

Take a short break. Ask a family member or trusted friend to look after the child while you “regroup.”

Be consistent and positive in your rules for behavior.

Use patience – never use harsh words.

Show love and respect.

Give extra comfort to your family.

Following a disaster, children are most afraid that:

The event will happen again.

Someone close to them will be killed or injured.

They will be left alone or separated from their family.

Disaster Plan – Fire

Monthly fire drills will be practiced at the school.

In the event of a fire, follow these steps:

1. Have the children line up and evacuate through the outside door in each room.
2. The assigned teacher needs to check the bathrooms and all hidden areas for children.
3. Take the attendance clipboard with you when the take the children outside.
4. Follow the fire evacuation plan based on your classroom location. (See map.)
5. Do attendance to make sure every child is accounted for.
6. In the event we need to evacuate, we will go to Coldwell Banker -The Property Exchange. Please take the clipboard and tablet with you as there is emergency phone information for each child in these.

Disaster Plan – Blizzards

In the event of a severe winter storm, please follow these steps:

1. If you are already here at the school, please communicate with Administration. The Director or Assistant Director are the **ONLY** people who can close down the school due to a blizzard.
2. Any parents that have already brought their children to school need to be notified immediately of the closure via telephone/brightwheel/email. A blanket email will also be sent to parents.
3. Listen to the radio and television for updates. Our closure will be announced on CBS Channel 5 and Social media outlets.
4. Staff may leave as the children leave. Please remember to keep the staff: child ratios until all the children are gone.
5. Avoid unnecessary travel. Stay at the school if the roads are too dangerous.
6. If you are not yet at school, call the Director to find out if MSC is closed. You will be instructed as to whether or not to come in.

Staff Support (Cont.)

Listen to what a child is saying. If a child asks questions, answer with the amount of detail appropriate to the child's age. Children vary in the amount of information they need and can understand. If a child has trouble expressing his or her thoughts and feelings, encourage them to draw a picture or tell a story about what's troubling them. The Red Cross suggests that parents and caregivers do the following:

- Encourage the child to talk and listen to their concerns.
- Calmly provide factual information about what happened and plans for ensuring their safety.
- Be sure the child gets plenty of rest.
- Involve the child in updating a family disaster plan and in making a disaster supplies kit.
- Practice the disaster plan.
- Involve the child by giving them specific tasks to let them know they can help restore family and community life.
- Spend extra time with the child.
- Re-establish daily routines for work, school, play and meals as quickly as possible.
- Limit exposure to news coverage of the disaster, especially for young children. Repeatedly watching images of an upsetting event can lead them to believe it is happening again and again.

Disaster Plan – Lock Down

If you are instructed that the school is in Lock Down, please follow these steps:

Instruction may come from a sound the current director has trained staff on, or messages through Group Me or Brightwheel. (whistle, bell tone, etc).

1. Have the children remain in classroom. If on playground, come inside.
2. Take the attendance clipboard with you.
3. The assigned teacher needs to make sure all outside doors and all windows are locked. Put down all shades, put up curtains on square window in the classroom. Check the bathrooms and all hidden areas for children.
4. Once all children and teachers are accounted for, lock the door to the classroom.
5. Do a roll call of all children. Name to face in brightwheel.
6. Remember to stay calm.
7. Under NO circumstances are you to allow children to leave the room. As much as possible, have the children remain quiet and calm.
8. Please do NOT use the school telephones unless is an emergency in the room. Please do NOT use cell phones, as they may alert the intruder as to your location.
9. Ignore fire alarms during a lock down. If there is a need to evacuate the building, an announcement will be made. Police will be notified by use of the panic button.
10. Remain in the room until further notice by an Emergency Response Team Member.

Disaster Plan – Tornadoes

In the event of a tornado warning, the community sirens will be set off. The Administration will turn on radios to get further information. There is also a weather radio in the office. If our area is under a tornado warning, please follow these steps:

1. Have the children line up
 - a. Toddlers go into the adult bathrooms in the hall way, close the door.
 - b. Primary go into the kitchen, close the door.
 2. Take the attendance clipboard and tablet with you.
 3. Have one teacher assigned to check the bathrooms and all hidden area for children.
 4. Make sure all children are accounted for. Name to face on Brightwheel.
- In the event of a tornado actually touching down at our school, place your head close to your knees, cover the sides of your head with your elbows, and clasp your hands firmly behind your neck.
 - If someone is able to, grab all the nap mats to use as cover over the children's heads. Several children will fit under one mat.
 - If a tornado hits our building, we will stay in place as long as it is the safest place to be. This will depend on loose or dangling power lines, gas lines, etc.