

# **Countryside Montessori Emergency Plan**

## MAIN BUILDING

12226 Ladue Road  
Creve Coeur, MO 63141

## ANNEX BUILDING

12218 Ladue Road  
Creve Coeur, MO 63141

**314-434-2821**

# In Case of ANY Emergency

1. Chain of command person in charge if Jenifer is not present: Erika, Angie, Annie  
This person is in charge and will coordinate with first responders and remain at command post. This person will also be the only media contact person unless otherwise designated during the emergency situation. Lead teachers report to person in charge. If lead teacher is not present, then each classroom designates who will report to Jenifer or person in charge.
2. Notify staff of emergency situation through Groupme. This message will be sent to all classroom and staff cell phones.
3. Take the children to a safe location! (send groupme to notify that your team and class are safe)
4. **Call 911** This is xxxxxxxx calling from Countryside Montessori School located at 12226 Ladue Road. We have a XXXXXXXXXXXXXXXXXXXX emergency and need help. The emergency is in the MAIN building/the emergency is in the annex, 12218 Ladue Road or the emergency is on the playground.
5. Call Jenifer at 314-704-0847 if she is not present. She will advise of next action. If she is not available, continue to next step.
6. Send out PreciouStatus Note. (chain of command for note: Jenifer, Erika, Angie, Annie)  
**In case of an emergency school closing OR evacuation/event one of the above people will create a message and send to each classroom. This message will be sent as a PreciouStatus emergency note (click on the settings icon on the top right of the app screen) to declare an emergency AND in addition, text the message to all parents.**
7. Copy PreciouStatus note and send via text to all parents. **If a parent does not respond to the text, PLEASE call them to make sure they received the message.**

## Message to parents:

### **IF RELOCATED OFF SITE TO CARE AND COUNSELING or other location:**

An immediate evacuation of Countryside was required due to \_\_\_\_\_ (list reason for evacuation). We have moved the children to Care and Counseling located at 12141 LADUE ROAD (NORTHEAST OF COUNTRYSIDE). Please text the (classroom phone or this number xxx-xxx-xxxx) with your name, child's name and who will be able to pick up your child between the hours of \_\_\_\_\_. **PLEASE BRING A PHOTO ID.** Thank you for your help and cooperation. (Second location Option: Parkway Northeast Middle School located at 181 Coeur De Ville Dr, Creve Coeur, MO 63141 phone (314) 415-7100)

### **IF ON SITE BUT IMMEDIATE PICK UP IS NECESSARY**

Due to \_\_\_\_\_ we are required to have an immediate dismissal. Please text the (classroom phone or this number xxx-xxx-xxxx) with your name, child's name and who will be picking up your child between the hours of \_\_\_\_\_. We will remain (in the classroom / on the playground/ or \_\_\_\_\_) until someone arrives. **PLEASE BRING A PHOTO ID.** Thank you for your help and cooperation.

**DO NOT** share information you're unsure about or make false promises (e.g., everyone is safe).  
**DO NOT** invite guardians to an unsafe environment.

8. Children will be released to parent or guardian with photo ID after signing their child out on the Emergency Dismissal Form included in each Classroom Emergency Binder located inside the small emergency backpack.

## **Countryside Montessori School Important School Phone Numbers**

School Phone:	314-434-2821
School Fax:	314-434-8783
Infant Room Cell:	314-873-2262
Mom's Day Out Cell:	314-704-5255
Toddler Classroom Cell:	314-704-3419
Preschool/Kindergarten Cell:	314-704-3401

### **Countryside Staff Personal Cell Phone Numbers**

Administrator:	Mrs. Jenifer Hanser
Maintenance:	Mr. Dolph Hanser Mr. Jimmy Macklin
Mom's Day Out:	Ms. Erika Anderson Ms. Lisa Sanders Ms. Karen Krippner Ms. Haley Ford
Infant Room:	Ms. Annie Schurwan Mrs. Brittany Alcamo
Toddler Program:	Mrs. Angie Newsham Ms. Melody Broyles Mrs. Julie Sulewski Ms. Lauren Hanser
Preschool/Kindergarten:	Mrs. Karen Appel Ms. Hunter Hanser Ms. Samaa Hamed
Floaters:	Ms. Kandyce Mifflin Ms. Alli Dierkes
Cook:	Mr. Adam Newsham

# Important Numbers

<b>Emergency</b>	<b>911</b>
<b>Creve Coeur Fire</b>	<b>636-394-2212</b>
<b>Creve Coeur Police</b>	<b>314-737-4600</b>
<b>Poison Control</b>	<b>314-772-5200</b>
<b>Toxic Chemical</b>	<b>1-800-424-8802</b>
<b>Tornado Report</b>	<b>636-447-7133</b>
<b>Laclede Gas</b>	<b>314-621-6960</b>
<b>Ameren UE</b>	<b>314-342-1000</b>
<b>Water Co.</b>	<b>314-991-0333</b>
<b>Cintas Fire Alarm</b>	<b>877-526-3038</b>
	Acct # HA007621
	Password dolphin
<b>Licensing</b>	<b>314-877-0209</b>
<b>Information</b>	<b>1-411</b>
	<b>1-555-1212</b>
<b>KMOX Weather</b>	<b>314-321-2222</b>
<b>National Weather</b>	<b>636-441-8467</b>
	Forecast press 1
	Temperature press 3
<b>Maintenance-Dolph</b>	

# DISASTER AND EMERGENCY PLAN FOR

## *Countryside Montessori School*

### I. Purpose

This emergency plan has been developed to assist Countryside Montessori School in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Countryside Montessori School

### II. Types of Emergency Response

**Shelter in Place/Lock Down locations** will vary based on the emergency situation and are listed on the appropriate emergency/hazard page. Each classroom has emergency water and food located in the large red emergency backpacks.

Evacuation location will vary based on the emergency situation.

#### **On-site meeting place-playground**

#### **Off site Meeting Places/Back-Up Service During Emergency Evacuation**

**First Option: Care and Counseling located at 12141 Ladue Rd, St. Louis, MO 63141 phone (314) 878-4340**

**Second Option: Parkway Northeast Middle School located at 181 Coeur De Ville Dr, Creve Coeur, MO 63141 phone (314) 415-7100**

If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to **Mercy Hospital, located at 615 North New Ballas Road** (314-251-6000). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

### III. Assignment of Responsibilities

The Countryside staff is responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

#### **NO MATTER WHAT THE EMERGENCY IS...**

**Lead Teacher grabs the phone, clipboard and the small emergency backpack. Toddler and MDO lead teachers designate someone to grab the large emergency backpack that contains diapers/wipes. Infant staff grab all THREE emergency backpacks every time.**

**Assistant/Classroom staff-help direct children to proper location based on current disaster. Lead teacher follows at the end making sure all children are in the designated area. IF the lead is NOT in attendance then staff need to verbally designate who is grabbing the clipboard and small emergency backpack and who will be the last out. LEAD TEACHER POSTS MESSAGE ON GROUPME THAT ALL ARE SAFE OR IF ANYONE IS MISSING.**

**IF WE HAVE AN EARTHQUAKE OR TORNADO: EACH teacher grabs a large Emergency Backpack.**

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

#### **IV. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept on a clipboard in a designated location in the classroom. The children's attendance records should be updated as they arrive and leave throughout the day.

**The small Emergency Backpack has a binder that contains emergency phone numbers, classroom emergency phone lists, child enrollment forms, staff emergency forms, first aid kit and gloves, NOAA/SAME radio, foil blankets, wipes, paper towels. (Toddler and Pre-K also have walking ropes with loops for children)**

**Each Large Emergency Backpack has a whistle and flashlight inside top zippered pouch, enough supplies for 6-9 children and 1-2 adults (water/cups or formula/bottles, snacks, wipes). Infants and MDO will each have one large backpack containing water/food, Toddlers will have two and Preschool will have three. Infant and Toddler Rooms will have 1 additional large backpack and MDO will have two additional backpacks that contains diapers and wipes. (MDO backpacks have extra diapers for the Toddler Room to use).**

In a widespread disaster, we also need to be prepared to care for the children in the facility until assistance arrives. Additional Emergency food and water supplies are stored in the main bathroom, boiler room, annex stairwell. Teachers should always grab the red emergency bags even when we are using Shelter In Place for earthquake or tornado.

All supplies are updated as needed, based on the emergency preparedness log kept in the office.

#### **V. Children in Care/Special Needs Children**

All children in care are between the ages of eight weeks and six years of age. We do not have any special needs children with disabilities. We do not offer overnight care.

INFANTS and ONE YEAR OLD's will require evacuation by crib or stroller. Infants will ALWAYS evacuate in a crib and bring ALL three of their emergency backpacks. One Year Old's should also evacuate non-walkers AND new walkers in a crib and bring their small emergency backpack and both diaper backpacks. Once outside they may transfer the children to the strollers, if necessary, for quicker evacuation to an off-site location.

#### **VI. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

#### **VII. Transporting students to off-site location**

Staff and students will walk to the designated off-site location unless it has been decided by the person in charge and the emergency personnel (police or fire) that children should be transported by vehicle. In an emergency situation, this may mean that staff will load children into their cars and transport them to the designated location. Designated staff may need to return to take additional children to the off-site location.

### **VIII. Post Emergency Counseling**

Counselors from Care and Counseling will be available to staff and children following an emergency situation.

### **IX. Critical Incident Report/Critical Response**

All staff involved in an emergency situation will be required to fill out a critical incident report within five days of the event. This report will state the emergency and actions taken by themselves and the school. This report will help us learn and know what changes may be needed to the current emergency plan.

### **X. Emergency Preparedness Training**

All staff will be required to read through the Emergency Preparedness plan every three months. Staff are also required to take online emergency preparedness workshops:

Fire Safety in the Early Care and Education Environment

Disaster and Emergency Preparedness Online Training

Coping with Crises and Traumatic Events

### **XI. Supplies and Equipment**

Emergency supplies will be inspected and replaced/updated quarterly. There is a list of supply expiration dates in the office. Items must be replaced PRIOR to expiration.

### **XII. Review**

This plan was developed by an interdisciplinary group including the administrator, facility management, staff, Police Officer Grandstaff and recommendations by a St. Louis County Emergency Management Specialist.

This plan will be reviewed and updated annually in August.

# Tornado or Severe Weather

## Tornado Watch: Tornado is possible.

- ☒ Watch the sky. Listen to radio or television for more information.
- ☒ Be prepared to take shelter.
- ☒ If you are in a metal structure, mobile home, or similar structure, you should move to a more substantial structure.
- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.

## Tornado Warning: Tornado has been sighted or indicated by weather radar.

- ☒ Immediately take children to designated shelter.
- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.
- ☒ Tornado safest area is: **Toddlers-hallway, Preschool-Sensorial Room Calendar Wall (staff discretion-boiler room), Infants-hallway or bathroom** (We do have permission to take the children to the lower level if an emergent need for safety) **MDO-Stairwell near freezer**
- ☒ Avoid windows and glass doors. Close doors to outside rooms.
- ☒ Have children sit in position. Protect heads with blankets.
- ☒ Count heads. Notify Director or emergency personnel if anyone is missing.
- ☒ Stay in this position until given the “all clear” by authorities.

## Planning and preparation:

- ☒ Practice “tornado position.”
- ☒ Familiarize staff and children with warning system.
- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have emergency lighting and communication sources; check regularly.
- ☒ Have first aid kit; check and update supplies as needed.

## Ice and Snow Storms:

- ☒ Director will determine if it is best to close the school.
- ☒ Send out PreciouStatus Note. (chain of command for note: Jenifer, Erika, Angie, Annie)  
**In case of an emergency school closing OR evacuation/event one of the above people will create a message and send to each classroom. This message will be sent as a PreciouStatus emergency note (click on the settings icon on the top right of the app screen) to declare an emergency AND in addition, text the message to all parents.**
- ☒ Copy PreciouStatus note and send via text to all parents. **If a parent does not respond to the text, PLEASE call them to make sure they received the message.**



Message to Parents: Due to inclement weather and the safety of the children and staff, Countryside will be closing today at xxx. Please leave as soon as possible to pick up your child. Thank you

# Fire, electrical, gas leak, bomb threat, or other potential for fire

## Immediate Evacuation:

- ☒ Know the fire/evacuation warning signal: **fire alarm and strobe lights**
- ☒ Calmly get all children together. Count heads.
- ☒ Feel the door. If hot, do not open it. (*See instructions below*)
- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.
- ☒ Leave the building using practiced escape route. If blocked by smoke or fire, use alternate escape route.
- ☒ Go to the outside meeting place **Preschool- outside to the playground and sit along The back retaining wall near the field area. Toddlers-sit on pony benches, Infants-wheel cribs out to playground to farthest location (once children are safe-other staff may need to help move cribs over mulch), MDO-walk children to side yard and to back field area.**
- ☒ Head count. Notify emergency personnel if anyone is missing.

***Stay together! All staff and children should stay in the designated meeting place until further instructed. Once outside, designated staff should notify fire department or emergency personnel.***

## If exit is blocked:

- ☒ If door feels hot, do not open it. Stay in the room.
- ☒ Place blanket or other material under door to block smoke.
- ☒ Gather children near window. Escape may be possible through window.
- ☒ If escape is not possible, notify emergency help you are stuck in the bldg.

## ***Planning and preparation:***

- ☒ Familiarize children and adults with warning system and sounds.
- ☒ Know and practice “two ways out” from every location in facility.
- ☒ Maintain clear exit paths. Exit doors must be unlocked
- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have first aid kit; check and update supplies as needed.
- ☒ Practice fire-safe transport system for infants, toddlers, & special needs.
- ☒ Practice evacuation with preschoolers holding rope or other “follow-the- leader” practices. Practice situations, including crawling under smoke.
- ☒ Identify same meeting place outside.
- ☒ Teach and practice fire and burn prevention.
- ☒ Know your community fire fighters.

# Earthquake

## Duck, Cover, and Hold On

### Inside the facility:

- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.
- ☒ Move children to safest area.
- ☒ Stay away from windows, fireplaces, and heavy furniture or appliances.
- ☒ Stay in place until the ground stops moving.
- ☒ Head count.

**The safest area is:** **Preschool-Sensorial Room Calendar Wall (staff discretion-boiler room), Toddlers-Hallway, Infant Room-bathroom, MDO-Stairwell by freezer.** We do have permission to take the children to the lower level if an emergent need for safety.

**After the earthquake, leave the building. Take Emergency Backpacks, flashlight, attendance clipboard, phone. Go to safest area of playground.**

### Outside the facility:

- ☒ Move away from buildings, bridges, overpasses, or other objects which might fall over.
- ☒ Duck or drop to the ground.
- ☒ Stay in place until the ground stops moving.
- ☒ Head count.

**After the earthquake, do not re-enter the building. Wait for instructions and if instructed, send emergency note to parents.**

### ***Planning and preparation:***

- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have emergency lighting and communication sources; check regularly.
- ☒ Have first aid kit; check and update supplies as needed.
- ☒ Practice frequent head counts.

# Potentially Violent Situation

Hostage, intruder, adult under influence, adult posing threat (parent/non-custodial/staff), gunfire heard outside, etc.

## Procedure: Lock-down

- ☒ Warning System: Emergency Text to all staff code word:  
**LOCKDOWN**
- ☒ Trigger silent alarm
- ☒ Close and lock all doors. Pull all blinds closed.
- ☒ Turn off lights.
- ☒ Have children sit quietly in designated safest area:  
Main Building-Preschool Storage/Boiler Room (bolt main door), Toddlers-Upstairs bathroom (bolt main door), Infant Room-Corner by car seats (bolt main door).  
MDO-Main level Bathroom-bolt door leading to basement and bolt front and kitchen doors.
- ☒ Head count. Make sure all children are in the room. Notify Director or emergency personnel if anyone is missing.
- ☒ Maintain position until given further instructions.

**Selective evacuation may be in order. Take Emergency Backpacks, phone and attendance clipboard.**

## *Planning and preparation:*

- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have emergency lighting and communication sources; check regularly.
- ☒ Have first aid kit; check and update supplies as needed.

# Potentially Violent Situation

## ACTIVE SHOOTER IN BUILDING

### Procedure: FLEE BUILDING

- ☒ Warning System: Emergency Text to all staff code word: **FLEE**
- ☒ Trigger silent alarm (Infants-located on wood panel left of high chairs, Toddlers-top right side of cubby, left of cots; Pre-K right side of toy closet)
- ☒ Pull all blinds closed.
- ☒ Turn off lights.
- ☒ Have children exit building and go to Care and Counseling:

If shooter is at main front door entrance:

Preschool-exit side door and go up annex ramp to playground side yard and exit through side gate, Toddlers-go downstairs to preschool side exit and follow preschool up annex ramp to side yard gate, Infant Room-exit side door and either push cribs to sidewalk or go up and around Jen's car to sidewalk. MDO-exit back steps and go through side yard gate.

If shooter is at lower level main entrance: Preschool exit side door and go up driveway, Toddlers exit main door, infants exit their side door, MDO exit front door. Everyone walks to sidewalk and heads to Care and Counseling.

- ☒ Head count. Make sure all children are in the room. Notify Director or emergency personnel if anyone is missing.
- ☒ Maintain position until given further instructions.  
chain of command: Jenifer, Erika, Angie, Annie  
Will call or designate someone to call 911 and another staff member to call the Creve Coeur Police Dispatch at 314-737-4600 and notify of location.

**Selective evacuation may be in order, use best judgement if it is best to flee or seek shelter in safe area. Take Emergency Backpacks, phone and attendance clipboard.**

### *Planning and preparation:*

- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have first aid kit, emergency lighting and communication sources; check regularly, update supplies as needed.



# Utility Disruption

## electrical outage, water line break, gas leak

### If there are no live wires or immediate danger:

- ☒ After fifteen minutes of disrupted service, director will send PreciouStatus note to parents and advise of situation. Director will decide plan based on information received from utility company.
- ☒ Call families of infants and children with special needs first. These families may need to be called sooner depending on level of disruption to basic care giving routines.

### The facility may close if the following conditions are present:

- ☒ Room temperature registers 68° or below, or 85° or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- ☒ Lighting (natural or emergency) is diminished to the point that children and staff are at risk.
- ☒ Phone lines will be inoperable for more than one hour, and no auxiliary cellular phones are available. Staff must have means to reach all parents to pick up children before closing facility.
- ☒ Nutritional needs of the children cannot be met.
- ☒ Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than 1 hour.
- ☒ Gas odor in the building due to gas leak
- ☒ Water line break that causes flooding to classrooms.

### How to protect food:

- ☒ Keep doors of refrigerator and freezer closed as much as possible.
- ☒ Keep raw foods separate from ready to eat foods.
- ☒ If refrigerator temperature is above 40 degrees for more than two (2) hours, discard perishable foods.
- ☒ Frozen foods that remain frozen are not a risk. If potentially hazardous foods are thawed, but still cold or have ice crystals on them, use them as soon as possible. If potentially hazardous foods are warmer than 45 degrees Fahrenheit, discard them.
- ☒ Contact your local Public Health Agency for any questions regarding the safety of food. If in doubt, throw it out.

### Planning and preparation:

- ☒ Monitor weather conditions (storms, ice, snow) which could affect utilities.
- ☒ Consider pre-storm closing or early closing depending upon conditions.
- ☒ Have flashlights or other emergency lighting readily accessible. Check monthly.  
Location of flashlights: **Preschool-fireplace shelf, Toddlers-Book shelf by fireplace, MDO-Montessori room-car seat hook, Infant Room-top shelf next to refrigerator, Office-under window on ledge near desk.**
- ☒ Have back-up communication available
- ☒ Have first aid kit; check and update supplies as needed.

# Chemical, Biological, Nuclear, or Hazardous Material

Follow recommendation of emergency personnel. Action may be to shelter in or to evacuate and transport to safe location.

## Shelter in: *Prevent exposure to hazardous material.*

- ☒ Go to safest area of building; inner room with no outside windows.
- ☒ The safest area is the **Preschool Room- Sensorial Room Calendar Wall (staff discretion-boiler room), Toddler Room-Hallway, Infant Room-Hallway, MDO-Bathroom.**
- ☒ Close all windows and doors. Seal openings with available material (tape, cloth, etc.)
- ☒ Each classroom will shut down A/C units. (Main Bldg has boiler so no need to worry about air ducts). MDO-Close ventilation and air ducts and turn off thermostat in Montessori Room.
- ☒ Notify program director or emergency personnel of your location. Maintain position until given further instructions.

## Evacuation: *Transport children to safe location.*

- ☒ Calmly gather children; count heads.
- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.
- ☒ Leave the building using practiced escape route
- ☒ Go **outside to the playground and safely push cribs to lower playground. You may need the help of additional staff for a safe exit from playground.**  
**If evacuation warrants leaving the premises, CALL Creve Coeur Police at 314-737-4600 and take the children to Care and Counseling located at 12141 Ladue Rd. Nuclear hazard Emergency Personnel will notify staff of safest location. This may mean waiting for police escort and driving children to safe location.**
- ☒ Count heads. Notify emergency personnel if anyone is missing.
- ☒ Transport children to safe location as directed by emergency personnel.
- ☒ Notify parents.

## *Planning and preparation:*

- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have emergency lighting and communication sources; check regularly.
- ☒ Have first aid kit; check and update supplies as needed.
- ☒ Have transport system to evacuate infants, toddlers, and/or children with special needs.

# Flooding

**Flood Watch: Flooding is possible.**

**Flood Warning: Flooding is occurring or will occur soon.**

- ☒ If advised to evacuate, do so immediately.

**Flash Flood Watch: Flash flooding is possible.**

- ☒ If in an area for flash flood risk, you should move to higher ground.

**Flash Flood Warning: Flash flooding is occurring.**

- ☒ If in an area for flash flood risk, you should move to higher ground immediately.

**Urban and Small Stream Advisory: Flooding of streets, small streams, and low-lying areas is occurring.**

- ☒ If evacuation is recommended, follow designated evacuation route.

**Evacuation Procedures:**

- ☒ If advised to evacuate, do so quickly. Evacuation is simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.
- ☒ Take Emergency Backpacks, flashlight, attendance clipboard, phone.
- ☒ Listen to a battery-operated or vehicle radio for evacuation instructions.
- ☒ Follow recommended evacuation routes – short cuts may be blocked.
- ☒ Attempt to leave early; avoid being isolated by flooded roads.
- ☒ **NEVER** attempt to drive through water or flooded streets!

**Planning and preparation: Flooding may build over several days or occur rapidly. Monitor flood potential; consider early closing or pre-closing facility.**

- ☒ Have Emergency File; update with each new child enrolled.
- ☒ Have first aid kit; check and update supplies as needed.
- ☒ Have maps clearly marked with alternate evacuation routes.

# Medical Emergencies

An **emergency medical condition** means the sudden and, at the time, unexpected onset of a health **condition** that requires immediate **medical treatment**.

Broken bone, excessive bleeding - deep cut/gash, possible concussion, broken tooth, difficulty breathing, seizure, fainting, stroke, heart attack

## Procedure:

- Assess the situation and call for assistance if needed.
- IF it is apparent that 911 is needed call immediately
- Notify director (if you are unsure if 911 is necessary the director will assess situation)
- Notify the parent immediately giving a calm explanation of the situation.
- Document the date and circumstance regarding the medical emergency using an incident report. The parent will sign the report and the report will be placed in the child's record.

## Example of phone call to parent:

This is xxxxx from Countryside. Your child has been hurt, they may have broken a bone/may need stitches and need to be seen by a doctor. We have an ice pack on the area/have bandaged the area. They will be waiting for you in the xxxxx (office, classroom, playground).

This is xxxxx from Countryside. Your child has been hurt (briefly explain what happened) and needs immediate medical attention. We have called 911, are you able to head our way now? (you can stay on the phone with the parent so they are aware of the situation) Once you know what hospital they will go to you will let the parent know where to go.

## Emergency Transportation

If it is necessary that the child be transported by ambulance, the director will ride with the child. IF the director is not available, a staff member from the child's classroom should go with the child IF we have the staff available to accommodate this.

# NON-EMERGENCY MEDICAL INJURIES

- Assess the situation and call for assistance on groupme, if needed.
- If necessary, wash the area with soap and water and apply bandaid.
- Apply ice pack, wrapped in a paper towel, if needed.
- Contact parent if there is any injury to the face or head.
- Fill out an incident report and text a copy to the parent.
- Parent will sign the incident report and then place it on director's chair.



# Missing Child/Kidnapping

## If a child is missing:

- ☒ Send Groupme-xxxxx is missing please send any available staff (along with their cell phones) to xxxx
- ☒ Notify Director (when found, the director will assess the child and contact the parent-if the parent has not already been notified the child was missing)
- ☒ Call 911-director will call 911 (if director is not available the chain of command (Erika, Angie, Annie) person in charge will call 911)
- ☒ Staff will be assigned what areas to check and use groupme to respond when the child is found.
- ☒ Call parent-director or person in charge will call and notify the parent
- ☒ Director will meet with parent and staff to discuss chain of events. Staff involved will fill out a Critical Incident Report detailing what happened.

## Message to parent:

This is xxxx from Countryside. We were xxxx (on the playground, in the classroom) and cannot find xxxx. We have staff searching and have notified the police.

## If a child is kidnapped:

- ☒ Pull silent alarm
- ☒ Call 911 immediately give them ALL available information (who took the child, what are they driving, etc)
- ☒ Notify director
- ☒ Director will notify parent. IF director is not available then the chain of command (Erika, Angie, Annie) person in charge will notify parent.
- ☒ Director will meet with parent and staff to discuss chain of events. Staff will fill out a Critical Incident Report detailing what happened.



# **Countryside Montessori School**

## **Emergency Re-Unification Letter**

Dear Parent / Guardian:

In the event of an emergency situation Countryside Montessori School has outlined the below response plan. Please know that Countryside will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

### **Evacuation / Relocation**

If the emergency is confined to the immediate area at Countryside Montessori School, e.g. fire, and the children cannot stay on the premises, the children will be taken to the Care and Counseling Center located at 12141 Ladue Road (314-878-4340). The children and staff will remain at this location while you or your emergency contact is notified of the situation. An alternate location is Parkway Northeast Middle School located at 181 Coeur De Ville (314-415-7100). Younger children will be taken in cribs and strollers while older children will use the ropes with hand loops. If time warrants, the police will be notified and the road blocked while we cross over Ladue Road to the Care and Counseling Center. In addition, the Care and Counseling Center will send their staff to assist us in taking the children to their location.

If the emergency is more wide-spread and encompasses a larger area such as the neighborhood due to an environmental threat and the children cannot remain in the immediate area, they will be transported to Mercy Hospital, located at 615 North New Ballas Road (314-251-6000). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Staff will take the emergency backpacks that contain the first aid kit as well as the larger backpacks that contain the baby formula, bottles and diapers so that the children will have necessary supplies until parents can pick up their child.

Parent or guardian will be required to have a photo ID and sign out their child on the Emergency Dismissal Form.

If you have any questions regarding our Emergency Preparedness Plan, please contact the office.

Sincerely,

