

Tab A (Evacuation Plan), to Appendix 9 (Safety), to Annex C (Operations), to Policies and Procedures of The Montessori School of Camden, 15 August 2011

1. Purpose. This tab outlines procedures for evacuating the MSC building in case of natural disaster, fire and fire drills.
2. References. DSS Regulation 114-505 H(3)
3. Responsibilities.
  - a. Headmaster.
    - (1) For fire drills in Bossong or Primary Hall the alarm system must be taken “off-line” by alerting the monitoring service.
    - (2) Checks non-classroom areas.
    - (3) Meets the emergency officials when they arrive.
    - (4) Ensures staff members are familiar with Emergency procedures.
  - b. Administrative Assistant.
    - (1) Sounds alarm.
    - (2) Carries binder with emergency contact information.
    - (3) Performs the functions of headmaster as necessary.
    - (4) Cuts off alarm when drill/emergency ends.
  - c. Classroom Director.
    - (1) Picks up class roster and Emergency Book.
    - (2) Checks bathrooms.
    - (3) Leads children to designated positions.
    - (4) Calls roll.
    - (5) Reports status to headmaster.
  - a. Receptionist.
    - (1) Notifies fire department by calling 911 if actual or suspected fire is in Beard Hall. Fire Pull stations in Bossong and Primary Hall automatically call the fire department when activated.
    - (5) Calls monitoring service to place service back “on-line”.

4. General.

- a. Fire drills will be conducted on a monthly basis, varying between morning, afternoon, and Extended Day.
- b. The Headmaster will walk the staff through emergency procedures prior to the beginning of the year.
- c. At the beginning of the school year Classroom Directors will explain fire drill procedures to all children before the first drill.

5. Procedure.

- a. Person witnessing fire or first noticing an emergency situation sounds alarm.
- b. Classroom Director or Assistant take custody of the class roster and Emergency Book.
- c. Staff model calm for children.
- d. Ensure children walk to the exit.
- e. Admin staff check classrooms, bathrooms, and closets for smoke or fire and to ensure buildings are empty, test emergency lights, inspect fire extinguishers to ensure wire is intact and initial tag.
- f. Staff lead children to designated spots, as follows:
  - (1) Toddlers exit through the Toddler playground to area near large slide on Beard Hall playground.
  - (2) Upper Elementary go to center back of Beard Hall playground.
  - (3) Primary children exit rear doors and gather beyond the LE playground.
  - (4) Lower Elementary gathers at the field on the east end of Bossong Hall.
  - (5) Face children away from the building.
- g. Staff members call roll, report results to Headmaster.
- h. Staff members maintain control of children and await further instructions from Headmaster.
- i. In case of false alarm, follow procedures for false alarm. Call Sonitrol and Fire Department to inform them of possible malfunction.
- j. After reports from all classes and administrative staff, Headmaster declares end of drill.

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- k. In case of tornado or chemical release staff members and children remain in classrooms and all windows and doors will be secured.
- l. In case the school grounds need to be evacuated the Headmaster will initiate the telephone tree to call all parents to retrieve their children. All staff members remain in place until all children under their supervision have been retrieved. Administrative staff remains until all children have been evacuated.
- m. The Health Resource Center at 124 Battleship Road is the emergency relocation site for MSC, should emergency relocation be required.

Tab B (Natural Disaster Procedures), to Appendix 9 (Safety), to Annex C (Operations), to Policies and Procedures of The Montessori School of Camden, 15 December 2009

1. Purpose. This tab explains procedures for reacting to tornadoes, lightning, winter storms, floods, and hurricanes.
2. References. Emergency Plan Guidelines for Child Care Providers.
3. Responsibilities.
  - a. Headmaster.
    - (1) Ensures Natural Disaster procedures are up to date, staff members are trained to respond, and in an actual emergency the procedures are followed.
    - (2) Initiates telephone tree by calling president of the Parents' Advisory Council.
    - (3) Ensures accountability of children is maintained throughout procedures.
    - (4) Informs DSS at 803-898-9001 of any displacement.
  - a. Administrative Assistant.
    - (1) Maintains emergency supplies including parent contact list, first aid kit, medical supplies, flashlight with extra batteries and battery-operated radio.
    - (2) Posts emergency information on web site and calls FM102.7 with updates.
    - (3) Turns off utilities.
    - (4) When displacing to HRC, take first aid kit and medical supplies.
    - (5) Maintains current list of emergency telephone numbers; posts same on telephones in Beard and Bossong Halls.
6. General.
  - a. MSC closes when conditions generate an approaching hurricane related tornado emergency.
  - b. An "Approaching Hurricane Related Tornado Emergency" is declared when approaching weather conditions in the early morning, associated with a hurricane, results in a number of South Carolina counties (whether or not including Kershaw County) having publicly declared tornado watches.
  - c. Staff and parents may follow the instructions given on radio station FM102.7.
  - d. The headmaster will call the radio station to add MSC to the list of school closings. Depending upon the situation, he may also call the Administrative Assistant and Classroom Directors to provide additional information or instructions.
  - e. Keep spare flashlights with extra batteries on hand at all times.

- f. When the headmaster determines that an evacuation is necessary, the office staff will initiate a telephone alert tree, as follows:
    - (1) Divide the enrollment information into three equal portions.
    - (2) Call parents to retrieve their children, beginning with Toddler.
    - (3) Keep a roster of parents contacted.
    - (4) Ask each parent to contact one other parent, giving the parent all emergency numbers listed on the Enrollment Record. (This will decrease the number of phone calls by half.) Create a “telephone tree” consisting of those called, and those parents were asked to call.
    - (5) As parents arrive to retrieve their children, follow emergency release procedures. Continue to attempt to reach parents who have not answered.
  - g. When public schools have not been closed and a natural disaster approaches, tune into local radio station (FM102.7) for instructions and information.
  - h. Parents may be expected and encouraged to collect children in the event of a declared Tornado Watch during the school day should they be willing and able to do so. Classes should meanwhile continue as normal.
  - i. Encourage parents to collect children in the event of a declared Tornado Warning during the school day. Directors and Assistants must be alert to changing atmospheric conditions but calm with the children. Administrative staff members will monitor weather information and communicate with Directors as appropriate.
  - j. The specific instructions below pertain to situations when a natural emergency occurs during the school day.
7. Tornadoes.
- a. A TORNADO WARNING may last for many hours. The probability of the school being hit is very remote. In the case of a direct hit, even “locking down” children in block-lined corridors may not be adequate protection. In truth, the protection options open to the school to protect children and faculty are very limited due to the explosive effect and unpredictable nature of a tornado. Tornadoes hurl debris as projectiles with massive and devastating force. There are no internal block lined corridors in the school, or below-ground safe shelters, so it is not possible for children to be “locked down” in a truly safe situation.
  - b. The most important survival strategy is that everyone should be as close to the ground as possible, curled up in a fetal position, hands protecting his head. No one should be walking around. Should it become very dark and windy outside, perhaps with a yellow/greenish tinge in the dark sky, ‘Drop Down’ action should immediately be taken by everyone. The precise place for ‘Drop Down’ to be taken should be decided in advance by the teaching team and have been discussed and practiced beforehand, preferably re-practiced on the actual day. Classes will vary in their response as individual classroom situations vary. Some may utilize small interior rooms; others may remain in the classrooms. The choice of action made by a classroom teaching team should follow the Fire Marshall’s advice and should be made and published in advance.

- c. Basic safety steps to take are as follows:
  - (1) Stay inside.
  - (2) Ensure children get under sturdy tables in center of the building.
  - (3) Avoid windows.
  - (4) Ensure children cover faces with clothing to prevent suffocation from dust.
  - (5) Children should have their outdoor clothing on as they sit waiting in a crouched position with their hands over their heads.
- 8. Lightning.
  - a. Bring all children into the building.
  - b. Turn off and unplug all electrical appliances.
  - c. Avoid sitting near windows, doors, stoves, sinks, or pipes.
- 9. Winter storms.
  - a. Ensure all windows and doors are kept closed.
  - b. Priority for snow removal is exit roadway.
- 10. Flood.
  - a. Store water in all available containers.
  - b. Turn off electricity and water if told to evacuate.
  - c. If building begins to flood, move to highest ground on the big playground.
- 11. Hurricane.
  - a. Store water in all available containers.
  - b. Stay indoors, away from windows.
  - c. If storm dies suddenly, remain indoors.
  - d. After storm, use phone for emergencies only. Report damaged power lines, gas, water pipes, and sewers.

12. Earthquake.

- a. If possible, an announcement will be made over the walkie-talkies or cell phones to contacts in each building.
- b. Protect face and head from flying debris with arms, books, coats, etc.
- c. Stay in position until building tremors and/or flying debris cease.
- d. Await further instructions.
- e. If fire alarm sounds, evacuate the building according to Fire Procedures.
- f. Notify the police and Board Chair.

13. Power Failure.

- a. Headmaster notifies Fairfield Electric.
- b. Teaching staff members keep children calm and occupied in the classroom.

14. Emergency release of Children. In case children need to be released early for any emergency, teachers will have parents sign for children on the Attendance Roster as they are released.