

DISASTER PLAN FOR BRUSH CREEK MONTESSORI SCHOOL

Updated: 8/7/2020

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**PURPOSE OF PLAN:** To outline the steps necessary to ensure the safety and management of students and staff in the event of a major emergency.

## **DEFINITIONS**

**EMERGENCY-** An emergency is a serious, unexpected and often dangerous situation requiring immediate action

**DISASTER-** A disaster is defined as a fire, flood, earthquake, explosion, chemical spill, active shooter, or any other occurrence that causes or may cause loss of life or widespread injuries or substantial property damage at the school site.

## **RESOURCE IDENTIFICATION**

<u>Agency</u>	<u>Phone</u>
Ambulance	911
Child Protective Services	707-527-2246
Rincon Valley Fire Dept.	911 or 707-543-3500
CA Office of Emergency Services	916-845-8510
PG&E	707-579-6371
Sonoma County Sherriff	707-565-2121
Poison Control	911 or 800-222-1222
Sonoma Co Public Health	707-565-4567

### Neighbors:

Steve Lacanic	707-799-5652
Nydia Barone	707-396-8400

## **WHO'S IN CHARGE DURING AN EMERGENCY/DISASTER?**

A member of the BCMS Community will be assigned the task of The Administrator in Charge (AIC). This person will take charge and coordinate with others during the disaster and has responsibilities (outlined below). The AIC will be assigned to, in order of availability:

1. Director (Head of School)-Jed Burchett
2. Office Manager-Julie Heric
3. Head Teacher (Elementary)- Jessica Omar
4. Head Teacher (Primary)- Susan Morrell, Kim Mrad, Denise Gage-Collins, Shannon Wilson, April Rossi
5. Board Member-Sean McGuire
6. Assistant teachers in Elementary, Primary, Toddler-Brittany Bryan

## **STAFF ROLES DURING EMERGENCY/DISASTER**

Someone is assigned as the AIC (SEE ORDER, ABOVE), who directs others to perform duties outlined below.

### **AIC**

1. Takes Disaster Clipboard and Emergency Binder from Office
2. Identifies and designates a command post for central direction and communication
3. Identifies adults on campus and assigns responsibilities
4. Checks on children and teachers
5. Responsible for record keeping. He/she should immediately begin a log and fill out appropriate forms (see below)
6. Communicates with emergency services and media if necessary

### **LEAD TEACHERS**

1. Care of children is most important
2. Assigns responsibilities to any adults in the classroom
3. Administers First Aid, if needed, according to First Aid Training

### **TEACHERS AND ASSISTANTS**

1. Escort the children along the evacuation route to the meeting place. Teachers and Assistants assist Lead Teachers and AIC in an effort to maintain health and safety of all persons on campus.

**NOTE ANY PROBLEMS OR CONCERNS WITH THE PROCEDURE WITH AIC**

## **PLAN: PREPARING FOR A DISASTER**

### **GENERAL POLICIES:**

1. There will be a written disaster plan, easily available to all affiliated with BCMS that will be followed if at all possible. This plan will be reviewed yearly by all affiliated with BCMS, including all staff, Administration, and the Board of Directors.
2. There will be a designated “administrator in charge” (AIC) at all times when the school is open.
3. When the school is not open, the Director, Office Manager, Head Teacher or any Board Member may take charge of the school disaster plan if necessary.
4. The designation of “disaster” and therefore the implementation of the Disaster Plan, always, will be made by the AIC
5. A written record of the disaster and operations of the disaster plan will be kept by someone designated by the AIC
6. Emergency Identification Sheets will be completed (SAMPLE BELOW)
7. Emergency supplies will be kept (LIST BELOW)
8. An emergency evacuation route is posted in each classroom (INCLUDED)
9. A gathering point will be designated where students and staff will meet after a disaster
10. School staff (Administrators, Teachers, Support Staff) should have a separate plan they develop with their own families with the knowledge that school staff may be called on to spend several days on campus. These plans should include meeting places and communication options.
11. Anything at the school may be used for anything as necessary to ensure the health and safety of students, staff, and visitors during a disaster

### **STAFF EMERGENCY PREPAREDNESS TRAINING**

BCMS will make every effort to ensure that every adult working on campus has up to date training in the principles of general first aid and CPR.

Each Lead Teacher, Teacher and Assistant Teacher will be trained and certified by the Red Cross (or other appropriate organization) in both CPR and First Aid. Training in First Aid will be renewed every 3 years, training in CPR will be renewed every year. This training will include emergency preparedness, use of PPE (personal protective equipment), and disposal of biohazardous waste. If possible and available, staff will also take training in disaster preparedness when offered.

## DOCUMENTS

Copies of the following documents will be kept in the Emergency Binder, which will be stored in the Office:

1. School Insurance Policies
2. Current staff CPR/First Aid training certificates
3. Staff driver's licenses
4. Emergency Identification Sheets for students and staff (see below)
5. Name tags for all children
6. Blank forms to fill out after emergency/disaster: "Fire, Explosion, Bomb Threat" checklist, "Earthquake" checklist, "Disaster Report Sheet", "Student Status Report"

Emergency Identification Sheets will be completed for each student and staff in the first week of school. These will include the student's name, date of birth, gender, preferred pronoun, address, name of parent(s)/guardian(s), phone number(s), email address(es), allergies, pertinent medical information including child's doctor, emergency contact information.

A copy of the child's school photo will be attached to the original sheet (kept in the office). 8 copies of these sheets are kept in the following places:

1. In the Office (original)
2. In each classroom for current students of the entire school (6 classrooms)
3. In alternative disaster supply area (First Tuff Shed on South East side of office)
4. At the homes of the Director (Head of School)

## **SUPPLIES AND EQUIPMENT ON CAMPUS TO AID IN EMERGENCY/DISASTER**

FIRST AID KITS: Kept in each classroom and in Office

AED: Kept in Office Closet (opposite front door) on supply shelf

FIRE EXTINGUISHERS: at the entry of each building

FIRE ALARMS: located on the exteriors of Redwood, Amber, and Elementary Building, inside near the entrance of the Apple/Saplings classroom

SMOKE DETECTORS: located in each room, inspected yearly

FLASHLIGHTS

HAND CRANK RADIO

PPE (PERSONAL PROTECTIVE EQUIPMENT)

SUPPLIES STORED IN TUFF SHED

A first aid kit will be available in each classroom with a larger kit kept in the office. Fire Extinguishers are kept at the entry of each classroom.

An AED (Automated External Defibrillator) and extra supplies are kept in the Office Closet (directly opposite the south entrance of the Office).

A fire extinguisher, inspected yearly, will be placed at the main entrance of each building.

Fire alarm pull stations located on every building (near main entrances of Redwood, Amber and Elementary buildings, inside main entrance of Apple/Saplings classroom. These are inspected yearly by Santa Rosa Fire Equipment and Supply

Smoke alarms will be in every classroom, with batteries replaced yearly

Flashlights will be kept in every classroom (hand-crank style to avoid battery failure). Extra flashlights stored in Tuff Shed. Office and AIC will retain keys for shed.

Emergency Hand Crank Radio stored in Office

PPE (gloves, masks, face shields/goggles, smocks) will be stored in every classroom, with extras stored in Tuff shed. Office and AIC will retain keys for shed

In addition, BCMS will store in a Tuff Shed have and available the following:

1. 1 quart of water for each student and staff
2. Food: snacks provided by students' families, stored in classroom emergency bags
3. A change of clothes provided by families
4. Emergency blankets
5. Soap, towels, tissues
6. Emergency flashlights
7. PPE: Personal Protective Equipment (nitrile gloves, masks, face shields, smocks)

## **GATHERING POINT**

The Gathering Point for all students and staff, during Drills or in an Actual Disaster, will be REDWOOD PLAYGROUND on the east side of the Redwood building. This allows access to Tuff Sheds where emergency supplies are kept, is safest from possible tree limbs, and allows for the greatest social distance if necessary, during infectious disease. A second gathering point (if first gathering point is not safe) is the ATHLETIC FIELD, on the west side of the Redwood classroom. A third gathering point is the empty lot/field on the north side of the BCMS campus (Sichel property)

There will be a clipboard in each room, at the egress of the evacuation route, with:

- Disaster plan summary
- Blank Paper for Record keeping
- Attached pen/pencil
- Location of all fire extinguishers, gas turnoff

## **DRILLS**

Drills are designed to have all parties affiliated with BCMS as prepared as possible for an actual disaster. Drill procedures are written out as part of the disaster plan and will be discussed every year as part of the review of the disaster plan.

Fire drills will be held each month- a record of the drills is kept in the office

Earthquake drills will be held 4 times a year- records to be kept in office

Disaster drill (review of entire disaster plan) will be done with staff once a year.



## **STAFF ROLES DURING DRILLS**

Administrator In Charge (AIC) schedules a drill monthly (fire) and every other month (earthquake). Head Teachers are notified at least 4 hours in advance. Once a year a drill is called with no warning.

AIC will notify appropriate emergency responders that we will use Fire Alarm to sound our Fire Drill. A loud alarm will sound to signify the drill for Fire or Earthquake.

Someone is assigned as the AIC (Administrator in Charge). Each classroom will designate a Lead Teacher to perform duties outlined below.

### **AIC**

1. Takes Disaster Clipboard from Office
2. Goes to each class and announces "fire/earthquake drill"
3. Identifies adults on campus and assigns responsibilities
4. Checks on children and teachers at Gathering Point
5. Keeps a log of drills, recording number of children present and date, time and duration of drill
6. Note any problems or concerns with the procedure to discuss during next review of the plan

### **LEAD TEACHERS**

1. Takes the classroom sign-in clipboard
2. Assigns responsibilities to any adults in the classroom
3. Asks children to remember the phrase(s): FIRE- "Stop, Drop, and Roll; EARTHQUAKE- "Drop and cover
4. When ready (safe), lead children to the evacuation route and line up in designated gathering point
5. Wait until AIC gives "All Clear" signal to return to classrooms/activities
6. Report any problems or concerns with the procedure to AIC

### **TEACHERS AND ASSISTANTS**

1. Help Lead Teacher escort the children along the evacuation route to the gathering point.
2. Keep children calm and safe until AIC gives "All Clear" signal
3. Report any problems or concerns with the procedure with Lead Teacher

## **ACTUAL DISASTER**

In an actual disaster, AIC, Lead Teachers, Teachers and Assistant Teachers will utilize their training to follow the disaster plan to keep themselves and others safe. Special consideration for the health and safety of the children in the care of BCMS must always remain at the forefront of actions.

### **STAFF ROLES DURING ACTUAL DISASTER**

Someone is assigned as the AIC (SEE ABOVE). AIC will designate a Lead Teacher to perform duties outlined below.

#### **AIC**

1. Takes Disaster Clipboard from Office
2. Identifies adults on campus and assigns responsibilities
3. Checks on children and teachers at Gathering Point
4. Begins a log of disaster, recording number of children present and date, time. Fills out appropriate checklists and forms when appropriate.
5. Communicates to parents, Board and media

#### **LEAD TEACHERS**

1. Assigns responsibilities to any adults in the classroom. Sounds alarm in own classroom.
2. Checks on children. Determines if evacuation from classroom is necessary.
3. Administers first aid if necessary
4. When ready (safe), lead children to the evacuation route and line up in designated gathering point
5. Wait until AIC gives instructions

#### **TEACHERS AND ASSISTANTS**

1. Helps Lead Teacher to keep children safe and healthy. Follows directions from Lead Teacher
2. If necessary, helps Lead Teacher escort the children along the evacuation route to the gathering point.
3. Keep children calm and safe until AIC gives "All Clear" signal

## FIRST AID

All current Lead and Assistant teachers will be up to date and certified with CPR/First Aid training. These adults will follow recommended procedures according to up to date training. Records of CPR and First Aid training will be kept in each employee's file and in Disaster Plan Binder.

DO NOT MOVE people who are seriously injured or after having suffered a significant fall, unless NOT removing them presents a threat to further injury/harm. In that case, do so only when it is safe to do so. HOLD HEAD STEADY IN POSITION YOU FIND IT. GENTLY PLACE A BOARD UNDER THE HEAD AND SURCURELY TAPE HEAD TO THE BOARD. Call 911 for safest movement/transfer.

BLEEDING: After donning appropriate PPE, use bandages/toweling and put pressure on bleeding wound until bleeding stops, then bandage. Call 911 if necessary.

BURNS: Apply PPE. For minor burns, apply cool cloth to skin. For major burns, apply cool cloth to burn and wrap burned skin in gauze. Do not try to remove clothing that is stuck to burned skin. Do not apply any substance but cool, clean water. Contact Emergency services.

POISONING: If you suspect a child or adult has ingested poison, call poison control: 800-222-1222. Follow recommendations, including calling 911.

## MEDICATIONS

- Medications are not generally administered by BCMS Administration or Staff
- Consult the Emergency Cards for specific information for each child
- Try to limit medications given to avoid adverse reaction
- Follow all legal requirements in dispensing medications, first aid, and reporting including Incidental Medical Services (IMS)

LOSS OF CONSCIOUSNESS: If a person (infant, child, adult) is not conscious for more than a few seconds, emergency services should be called immediately. Make sure person is in a safe location, call 911, have someone monitor breathing and other vital signs. Make sure unconscious person's airway is free. If emergency services are not available, wake every 2-3 hours until help is available. Staff will use AED (Automated External Defibrillator) if necessary, according to CPR/First Aid training.

BROKEN BONE: Do not move the limb if at all possible. Use stiff board or rolled up newspaper as a splint, and carefully but firmly (not tightly) wrap injured limb with gauze or tape. If the limb is cold or loses coloration, call 911 immediately.

## SICK OR INJURED CHILD/STAFF

- See SPECIAL CONSIDERATIONS DURING COVID-19 PANDEMIC (page)
- AIC or Lead teacher puts on PPE
- An ill child area is designated: unless otherwise designated, this will be in the Apple Classroom Nap room. At least one staff monitors child, away from other children.
- AIC or designee consults emergency card, performs First Aid if necessary
- If necessary, AIC calls Professional Emergency care
- AIC calls parents/ emergency designee on cards for immediate pick up
- If necessary, to leave campus due to unsafe conditions, utilize the Remind Emergency Alert system to communicate with families, as well as leave note on office door information of who took which children, where, what time.

## **SPECIFIC DISASTERS**

### **FIRE, EXPLOSION, BOMB THREAT**

In the event of a fire, explosion, or bomb threat, AIC, Lead Teachers, Teachers and Assistant Teachers keep the safety of the children in the forefront of their minds. Dangers from fire include smoke inhalation, burns, falling material, explosions and flying debris.

#### **IMMEDIATE ACTION:**

-AIC or Lead Teacher announces that there is a fire, explosion or bomb threat. Sounds alarm. Calls 911.

-AIC and/or Lead Teacher assigns roles to other adults.

-Lead Teacher Evacuates the students out of the classroom via the evacuation route. If heavy smoke is in the air, teacher instructs the children to get low. If first evacuation route is blocked, uses alternative egress. Teachers should feel the temperature of the door before opening to determine if a fire is on the other side.

-If possible, Assistant teacher close doors and turn off lights.

-If possible, AIC turns off gas to all buildings

-Adults wait for instructions from AIC at the Gathering Point.

#### **FIRST HOUR ACTION**

-Lead Teachers, with help from Teachers and Assistant Teachers, account for all children. Place name tags on each child. Report to AIC that all children are accounted for.

-When safely away from fire, Lead Teacher (or any qualified staff) administers First Aid as needed, in order of seriousness.

-AIC does a basic damage assessment and determines if further evacuation is needed

-If campus evacuation is decided, AIC communicates to parent community via REMIND and/or written notes posted at kiosks.

#### **AFTER FIRST HOUR**

-If there are some children left in the care of the staff, make every effort to communicate with family to arrange transportation of child to parent/guardian. If necessary, make arrangements for other officials to take over care of child (protective services, Red Cross, etc.)

-AIC fills out "Fire, Explosion or Bomb Threat" checklist, fill out "Disaster Report Sheet", and "Student Status Report"

-Contact insurance companies

## EARTHQUAKE

In the event of an earthquake, AIC, Lead Teachers, Teachers and Assistant Teachers keep the safety of the children in the forefront of their minds. Dangers from earthquake, falling material, flying debris, broken glass, downed electrical wires, uneven ground that can cause tripping.

### IMMEDIATE ACTION

Teacher will shout "earthquake". Children should follow teacher's instruction to seek cover under tables or in hallway (whichever is closer). Children will bend down on knees with hands clasped behind neck with one hand, holding the leg of the table with the other. If outside, children will stay outside, take cover and protect their faces. Teachers will remain calm and keep children safely outside.

### FOLLOWING END OF SHAKING (FIRST HOUR ACTION)

Teachers will ensure all children are accounted for using daily sign-in sheets. Lead Teachers and other adults will assess injuries and attend to injuries in order of severity. AIC will check building damage and shut off utilities and appliances as necessary. AIC will seal off areas where spilled or hazardous materials may be. Lead and Assistant Teachers will place nametags on each child.

AIC will communicate with emergency services or other agencies as needed. Parents will be contacted via REMIND with instructions on picking up their child. AIC will decide if evacuation is necessary.

### AFTER FIRST HOUR

-If there are some children left in the care of the staff, make every effort to communicate with family to arrange transportation of child to parent/guardian. If necessary, make arrangements for other officials to take over care of child (protective services, Red Cross, etc.)

-Record any injuries, casualties, releases.

-Contact insurance companies

-Fill out "Earthquake checklist", "Disaster Report Sheet" and "Student Status Report"

## ACTIVE SHOOTER

Staff will take training on how to react when there is an active shooter on campus using the principles of ALICE (Alert, Lockdown, Inform, Counter, Escape). Every situation is unique and may require some or all of the following in order to protect the lives of the children and staff:

**Alert:** Inform people around you as soon as possible that there is a threat and to get prepared to encounter an active shooter. This may include pulling fire alarms, shouting, or texting other adults

**Lockdown:** Find ways to keep an active shooter from entering a classroom, including locking and barricading doorways using furniture, belts (to wrap around hinged doors), etc.

**Inform:** When possible, inform emergency services and other classrooms on campus of the threat, and as much information as possible to aid in effort to thwart the shooter(s).

**Counter:** Adults and students may distract and confuse shooter by throwing objects, making noise, holding the limbs of the shooter. This strategy is probably least effective in preschool setting

**Escape:** Find an egress to escape from harm, practice a “scatter” escape pattern to confuse shooter. Designate a meeting place to regroup (unless otherwise noted, the Athletic Field)

## **SPECIAL CONSIDERATIONS FOR COVID-19 PANDEMIC**

Covid-19 Disease is a world-wide pandemic that began in the spring of the year 2020, and has disrupted the course of normal operations in nearly every part of society. The virus that causes COVID-19 is believed to be spread primarily by infected people through water droplets dispersed while talking, singing, sneezing and coughing. The virus enters the body through mucus membranes. The disease caused by the virus can cause the infected person to have difficulty breathing, flu-like symptoms, and permanent damage to the organs and respiratory systems, up to and including death. The spread of the virus can be drastically reduced by people remaining away from others, which is the safest and most effective way of stopping the spread of the disease. Because childcare is considered an essential service in the community, childcare facilities have been allowed to remain open, even when other services closed or were suspended. The CDC and State and Local Health Offices have guidance on the opening of childcare centers. Childcare centers are required to follow protocols that help prevent the spread of COVID-19. They include:

- Frequent hand washing, especially after coughing, sneezing and after using the restroom
- Coughing and sneezing etiquette that prevents moisture droplets from flying outward (sneezing into a tissue, coughing into bend in arm)
- Remaining in small cohorts of 1 staff with 12 (or fewer) students, with as little
- Daily health screening of COVID symptoms: fever, shortness of breath, cough, running nose, new loss of taste or smell, fatigue, muscle aches, diarrhea. If a child or person living with child has any of these symptoms, they are excluded from the program for at least 72 hours. Frequent monitoring of child's health while in the program.
- Staff being tested at regular intervals for COVID-19
- Wearing PPE (masks, gloves, coverings, goggles/face shields) during close contact outside (closer than 6 feet) or while inside.
- Remaining at least 6 feet distanced from others
- Cleaning, disinfecting and sanitizing frequently used surfaces such as door handles

During the COVID-19 pandemic, an emergency and/or disaster will have the added danger of students or staff contracting the virus that causes the illness. It is vital that all classrooms have stores of PPE on hand to use while helping students and other staff during an emergency. To the greatest extent possible, all staff and students should wear PPE and keep a distance of at least 6 feet. Hand sanitizer should be used to disinfect hands if soap and water not available. Masks should be worn by everyone over the age of 2 years. To the greatest extent possible, cohorts of students should remain together, separate from other cohorts.

## **SUSPECTED ILLNESS WHILE AT SCHOOL**

If a child or staff member of the school begins to show symptoms related to COVID-19, the staff will be sent home (after a determination by AIC that it is safe to allow them to do so) and a substitute will be placed in the staff's cohort, and the child will be taken to an isolation room/space to wait for their parent or guardian to pick them up. The family shall remain out of school for at least 72 hours while monitoring for worsening symptoms. If the symptoms improve, a child can return only after:

1. testing negative for COVID-19
2. no fever for 24 hours without the aid of medications
3. improving symptoms
4. 10 days have passed since the start of symptoms.

If a family opts not to test for COVID-19, they must remain self-isolating for a minimum of 14 days.

If a student or staff tests positive for COVID-19, all families in the cohort will be informed that there was a positive case (without disclosing confidential medical information protected by law), and that school will close at minimum for 72 hours. The County Health Officer will be contacted, and the school will work collaboratively to help with contact tracing to help determine how long the cohort and/or school should remain closed.

The areas that were exposed to the student or staff who tested positive should have windows and doors opened (if inside) for as long as possible and wait 48 hours (or longer if possible) to perform a deep cleaning and sanitizing of the room. Outdoor equipment used by staff or child that tests positive should also be sanitized



## **DEATH**

-In the event of a death on campus, during a disaster, a morgue site will be established, away from survivors. The time and place of the death will be recorded by AIC. Sherriff/Coroner contacted as soon as possible.

## **EVACUATION**

If it becomes necessary that the students be evacuated from their classrooms, the Lead Teachers, Teachers and Assistant teachers will walk the students out of the egress designated on the Evacuation Plan (posted at every entrance of every classroom) to the location designated on the Evacuation Plan. If evacuation from one entrance is not safe or possible, evacuate from a second or third entrance There will be a clipboard in each room, at the egress of the evacuation route, with:

- Disaster plan summary
- Blank Paper for Record keeping
- Attached pen/pencil
- Location of all fire extinguishers, gas turnoffs

## **GATHERING POINT**

The GATHERING POINT for all students and staff will be playground on the east side of the Redwood building. This allows access to Tuff Sheds where emergency supplies are kept, is safest from possible tree limbs, and allows for the greatest social distance if necessary. A second gathering point (if first gathering point is not safe) is the athletic field. A third gathering point is the empty lot on the north side of the campus (Sichel Property).

## **TRANSPORTATION**

Children will not be released to be transported except to adults who are pre-authorized for this purpose by the student's parent/guardian. Alternatively, a parent may give verbal permission via phone or electronic permission via text or email in real time.

If it becomes absolutely necessary to transport students from campus to an alternative gathering location, staff will transport students to the Oliver's parking lot on Montecito Avenue, by walking: Crossing Brush Creek Road and walking on sidewalk. Lead Teachers will retain their classroom sign-in log with help from Teachers and Teacher Assistants will ensure the entire class is transported safely.

## **COMMUNICATIONS**

If not able to communicate in person, staff will utilize cell phones to communicate with one another, via group text, during a disaster. (Staff cell phones will be listed in every emergency binder) Land line in every classroom building will be equipped with a working telephone in case of cell phone tower failure.

During an emergency/disaster, AIC will communicate with the families of children through a telephone/text alert system (REMIND), that allows for a both a voice and text message to be delivered to the families with instructions on when and how to collect their children. The Office Administrator will ensure that information needed for this service (current phone numbers and email of parents/guardians).

If all electronic communications fail, handwritten notes will be left for parents, communicating any change of locations of the students in the event of an evacuation.