



# Novi Woods Montessori

## FIRE EMERGENCY

Fire drills will be held every 3 months or more. All fire drills will be documented in the fire drill log which is kept in the office. Fire Drills will consist of one long ring.

Fire extinguishers are located in hallway near Cedar room and by the kitchen.

- ❖ Staff member who discovers the fire must sound the fire alarm
- ❖ Upon hearing the fire alarm, staff members in each classroom will immediately:
  - **Lead Teacher:**
    - Grab the attendance book and emergency backpack which includes child information records, snacks and water, infant supplies (such as pacifiers, blankets, if needed), first aid supplies
    - Lead Teacher: Immediately take the children along with the attendance book, emergency backpack out through the closest exit. The designated meeting places are as follows:
      - Maple and Cedar rooms: West Playground
      - Pine room: behind the building.
      - Infant Room: behind the building
      - Toddler Room: East Playground
    - If it becomes necessary to move farther away from the building due to excessive heat, all children and staff will walk to as close to the fire station adjacent to the school. Once at the meeting place, the Lead Teacher will instruct the children to sit quietly and will take attendance. If any child is unaccounted for, please hold your sig on the red side. The fire department will be notified immediately of any unaccounted students. The Lead Teacher will not leave the rest of the children unattended for any reason.
    - The Lead Teacher will reassure children and keep them calm. Children will not be separated and will not be released to anyone other than parents or designated guardians according to their child information record.
  - **Assistant Teacher #1:**
    - Immediately call 911 and report the fire. Our address is: 42800 W. 13 Mile Rd. Novi, MI 48377. We are located on 13 Mile Rd. west of Novi Rd.
    - Help Assistant Lead teacher with guiding the children out of the facility safely.
  - **Assistant Teacher #2:**
    - Immediately begin a systematic search of the school. Quickly search in bathrooms, closets, room corners, under tables, behind doors, or anywhere a scared child may hide.
    - Once checking the facility, proceed to the designated meeting space and assist the Lead Teacher in keeping the children calm and reassured.
  - **Director:**
    - Will check all classrooms and bathrooms for any other children before exiting the building.



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## LOCKDOWN/VIOLENCE AT FACILITY

### ❖ Program Director:

- In the event that a lockdown or violence suspected at the center occurs, such as for an intruder or dangerous situation near the center, the program director disables the keypad so no parents or anyone else who has a code can enter.
- The program director will make an announcement of the lockdown using the intercom on the phones system, then call 911 and report the emergency.
  - COMPLETE LOCKDOWN- There is an intruder in the building.
  - OUTSIDE LOCKDOWN- We are unable to leave or enter the building under any circumstances until the all clear from the local police department is given.

### ❖ Lead Teacher:

- Shut and lock doors and windows if not already done. Do not open the door for anyone, for any reason. Director will create all clear password to unlock and open doors.
- Notify the local authorities of the status of the individuals in the room—has someone been hurt? Are there physical threats inside the room?
- Grab emergency supplies including first aid and attendance records
- Join the rest of the classroom in the safe spot

### ❖ Assistant Teacher #1 and #2:

- Immediately take the children and guide them to a blocked area such as behind shelves in the classroom and keep their bodies behind the shelves.
- Instruct all children to keep quiet. Make sure all children are safe and unhurt. Reassure children and keep them calm.
- Grab attendance sheet.
  - Infant room will lock and barricade door.
  - Toddler room will barricade and lock door, then merge in infant room on the floor.
  - Preschool rooms will barricade and lock doors, guide children away from windows on the floor.



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## EVACUATION

### ➤ Lead Teacher:

- Grab the attendance book and emergency backpack which includes child information records, snacks and water, infant supplies (such as pacifiers, blankets, if needed), first aid supplies
- Lead Teacher: Immediately take the children along with the attendance book, emergency backpack out through the closest exit. The designated exits are as follows:
  - Maple and Cedar rooms: West Playground
  - Pine room: behind the building.
  - Infant Room: behind the building
  - Toddler Room: East Playground
- All children and staff will walk to the fire station adjacent to the school. One teacher will be in front of the class, and one teacher will be behind the last student in the class. Once at the meeting place, the Lead Teacher will instruct the children to sit quietly and will take attendance. If any child is unaccounted for, please hold your sign on the red side. The fire department will be notified immediately of any unaccounted students. The Lead Teacher will not leave the rest of the children unattended for any reason.
- The Lead Teacher will reassure children and keep them calm. Children will not be separated and will not be released to anyone other than parents or designated guardians according to their child information record.

### ➤ Assistant Teacher #1:

- Immediately call 911 and report the incident. Our address is: 42800 W. 13 Mile Rd. Novi, MI 48377. We are located on 13 Mile Rd. west of Novi Rd.
- Help Assistant Lead teacher with guiding the children out of the facility safely.

### ➤ Assistant Teacher #2:

- Immediately begin a systematic search of the school. Quickly search in bathrooms, closets, room corners, under tables, behind doors, or anywhere a scared child may hide.
- Once checking the facility, proceed to the designated meeting space and assist the Lead Teacher in keeping the children calm and reassured.

### ➤ Director:

- Will check all classrooms and bathrooms for any other children before exiting the building.



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## SHELTER IN PLACE

### ❖ Lead Teacher:

- Immediately take the children along with the attendance book, emergency backpack to the nearest bathroom. The following locations will be used:
  - Maple and Cedar rooms: Boys bathroom
  - Pine room, Infant room and Toddler room: Girls Bathroom
- Once in bathroom, the Lead Teacher will instruct the children where to sit and take attendance. If any child is unaccounted for, the Lead Teacher will notify Assistant Teacher #1. Lead Teacher will not leave the children for any reason.
- The Lead Teacher will reassure children and keep them calm. Lead Teacher will keep children in the sheltered location until the tornado warning is canceled. The children will not be separated or released to anyone other than their parents or other designated guardian as outlined in their child information record.
- **Assistant Teacher #1 and #2:**
  - Immediately begin a systematic search of the school. Quickly search in bathrooms, closets, room corners, under tables, behind doors, or anywhere a scared child may hide.
  - Once checking the facility, proceed to the sheltered location and assist the Lead Teacher in keeping the children calm and reassured.



## SERIOUS ACCIDENT OR ILLNESS & INJURY

### ❖ Lead Teacher:

- Remain with the sick or injured child. Administer emergency first aid as necessary:
  - Ensure and maintain an open airway
  - Control any bleeding with direct pressure
  - Ensure proper circulation as necessary (CPR)
  - Reassure the child and keep him/her calm until emergency medical personnel take over care

### ❖ Assistant Teacher #1:

- Immediately call 911 and report the emergency (as needed). Our address is 42800 W. 13 Mile Rd. Novi, MI 48377. We are on the south side of 13 Mile Rd. west of Novi Rd.
  - Maple and Cedar rooms: Boys bathroom
  - Pine room, Infant room and Toddler room: Girls Bathroom
- Notify the parents of the sick or injured child
- Upon arrival, direct emergency medical personnel to the injured or sick child.

### ❖ Assistant Teacher #2:

- Keep remaining children calm and care for them until the emergency situation is resolved
- Once checking the facility, proceed to the sheltered location and assist the Lead Teacher in keeping the children calm and reassured.