



# LEWINSVILLE

MONTESSORI 

1613 Great Falls St., Suite 101B

McLean, VA 22101

Phone: (703) 356-4691

Owner: Elizabeth Garcia

(703) 867-6211

Lewinsville Montessori School (LMS) is open year-round, Monday through Friday from 7:00 am - 6:30 pm. Located in the Lewinsville Center building, LMS occupies 6,000 square feet of space in a single-story structure. The school is licensed for 107 children and employs 24 full time staff members. Any child from six weeks old up to admission into kindergarten (but not children over 5 years old), and who meets health and other requirements is eligible for admission to LMS. The health, safety, and emotional well-being of children are our primary concerns in our Montessori environment. Secondly, we provide activities throughout the day to explore arts and crafts; rhythm and music; language and communication; sensory experiences; nature and environment; manipulative and perceptual experiences; social living and dramatic play; and fine and gross motor skills.

## Chain of Command

Owners - Elizabeth Garcia & Yaribeth Zelaya-Carrasquillo

Elizabeth Garcia – Director of Operations

Inell Ellis – Program Director

Zoila Arriaza – Program Director

## Emergency Contact Information

Elizabeth Garcia - Director of Operations

(703) 356-4691

(703) 867-6211

# Emergency Preparedness Plan

## Includes:

- # Disaster Evacuation Plan
- # Shelter-in-Place Procedures
- # Fire Evacuation Plan
- # Tornado/ Hurricane Evacuation Plan
- # Power (or Water) Outage
- # Missing Child Procedures
- # Evacuation Plan Map
- # Emergency Telephone Numbers.

In the event of an emergency that requires evacuation of Lewinsville Montessori School, one of the following plans shall be implemented. In all situations, the teacher in charge will: Take an accurate attendee list,

- Account for all children and staff as they leave classroom,
- Take a cellular phone to be used for emergency notifications.

### **Disaster Evacuation Plan**

Personnel in charge of evacuation will be in readiness and implement the following procedures:

- The Director is responsible for all phases of evacuation. In the Director's absence, the Program Director shall assume responsibility.
- The Lead Teacher from each classroom is responsible for taking along the sign in/out folder and the emergency contact folder.
- The teachers assigned to his/her classrooms are responsible for the children in their respective classrooms.
- All employees are required to be familiar with the plan.
- Employees will move immediately, taking the children to their designated shelter in place classroom closet and/or bathroom (S.I.P.) as required.
- Evacuation exit plan is posted in each classroom, for the teachers to take the routing from the classroom.

Precautions to observe:

- Keep the children as calm as possible in a group
- Remind children to walk toward the S. I. P.
- Close and ensure the classroom doors are locked.
- Reassure the children of your presence and their safety.
- Move the children out of danger as far as possible.
- Take attendance and make sure all the children are accounted for.
- No one should return for his or her personal belongings.
- Director should check each classroom and restroom for children.
- Re-enter only after proper authorities have deemed building safe.

Removal to emergency shelter:

If the emergency disaster is in the immediate area of the School and the children cannot stay on the premises, emergency accommodations will be provided.

Off-Site Emergency Shelter is: Right Corner of the Rear Parking Lot

## **Fire Evacuation Plan**

- 1. Fire drills are held monthly at different times of the day to involve all staff members.**
- 2. The person suspecting or discovering fire will pull the fire alarm.**
- 3. The teachers will calmly direct the children to the exit as per the procedure posted in each classroom to the further end right corner of the parking lot. Teachers will calmly put babies in fire evacuation cribs and wheel cribs to the ramped EXIT as indicated by the outline posted by the classroom door.**
- 4. A designated teacher will take the sign in/out folder and the notebook with the emergency contact #s, and take a head count to account for each child present.**
- 5. The last teacher to leave the room will check the bathrooms, under the table and any other hiding space.**
- 6. The head teacher will again take a head count of children after reaching the designated location outside.**
- 7. Return to the building only after directed to do so by the Fire Department personnel or Center Director.**
- 8. On return, again take head count, reassure the children and talk to them about their performance.**

**\* PLEASE DO NOT STOP TO DRESS THE CHILDREN FOR OUTSIDE WEAR.]**

**Designated teacher will collect coats and dress children once outside if necessary.**

**[THE PURPOSE OF EVACUATION IS SAFETY AND SURVIVAL NOT COMFORT!!]**

**\*All Emergency and non- emergency numbers are posted beside the telephones located in each room and office.**

## **Shelter-in-Place Procedures**

**‘Shelter-in-Place’ is done in response to hazardous materials incidents when people are moved into a building isolated from the outside environment, involves keeping all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials. It shall be:**

- Safe location appropriate for the type of Emergency. The school has designated areas identified and labeled as “Shelter in Place”.**
- Teacher in charge will bring Emergency Kit with him/her. Kit should include food/water for 3-5 days.**
- When the phone pager announcement (“shelter tornado” or “shelter intruder” or “shelter chemical”) is activated, designated staff will calmly direct the children to the designated S.I.P. (classroom closet and/or bathroom).**
- The Lead Teacher will take the Sign In/Out Clipboard (this indicates the children present at the time of evacuation), and the Classroom Vital Information Notebook with you.**
- Teachers will take a head count to assure the children present.**
- The Director will ensure all School staff and children are in the building and outside playground areas are unoccupied.**
- Remain in the building until notified by the emergency response authorities that the situation has been resolved**

## **Hurricane / Tornado Evacuation Plan**

**Watch:** The Weather conditions, on TV or battery operated radio.

**Warning:** A hurricane/tornado has been spotted or indicated on radar.

### **Personnel in Charge of the Procedures:**

- 1. The Director is responsible for all phases of the tornado procedures. In the Director's absence, the Program Director shall assume responsibility.**
- 2. The Lead Teachers are responsible for taking with them the emergency contact #s and the sign in/out folder from their respective class rooms.**

### **Procedures in the event of a tornado drill:**

- 1. During the tornado season, the Director and/or Assistant to the Director will serve as weather spotters and be particularly alert to threatening weather (examples: dark rolling clouds, hail, driving rain, a sudden increase in wind, in addition to the telltale funnel cloud).**
- 2. During the threatening weather, the Director and/or the Program Director will monitor the Radio/T.V. stations for announcements of tornado warnings.**
- 3. A working flashlight will be kept in each classroom at all times and checked regularly.**
- 4. In the event of the tornado warning or watch, children will be kept indoors and away from windows, in the classroom closet and/or bathroom.**
- 5. If the warning or watch does not involve an immediate danger, parents will be allowed to pick up their children.**
- 6. In the event the weather service issues an alert that a tornado has been cited in the area, each classroom will go to its designated when directed to do so by the Director and/or the Program Director with an alert from a phone page.**
- 7. A working flashlight will be kept in each classroom at all times and checked regularly.**
- 8. During the warning children will assume protective posture during imminent danger, facing the interior wall and follow the commands:  
Command: "Knees and elbows on the floor"  
Command: "Heads down"  
Command: "Hands over the back of the head"**
- 8. The Director / Program Director will monitor the progress of the Hurricane/Tornado and the warnings, on a battery operated radio.**
- 9. Teachers will remain near the children and reassure the children until the appropriate emergency personnel or the Director communicate that it is safe to return to regular activities.**

## **STEPS FOR POWER (OR WATER) OUTAGE**

- 1. Remain calm.**
  - 2. During an electrical outage, if the weather is nice, the teachers may choose to take the children outdoors to play.**
  - 3. In case of inclement weather, keep the children indoors.**  
The Director will check on the reason for the outage and let the staff know an approximate time frame for the return of service.
  - 5. The Director will make a decision based upon the estimated time frame for the return of service- whether or not it is a health or safety risk to keep the children at the School. Based on the information the Director will decide whether the School should be closed until essential services are reinstated.**
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## **MISSING CHILD PROCEDURE**

- Stay calm. You will think more clearly.**
- Make a quick search of the immediate area where the child was last seen to ensure that the child is really missing.**
- Immediately notify the Director once it is determined a child is missing.**
- The Director and Program Director will quickly search the School and the surrounding outside area.**
- If the child is not found within five minutes, the Director will notify the police and will also contact the parents or if they cannot be reached, the emergency contact.**
- Continue the search while waiting for the police to show up.**
- The Director will remain at the School as the contact person and to gather and share information with the authorities.**

## IMPORTANT TELEPHONE NUMBERS

<b>FIRE – POLICE – AMBULANCE</b>	<b>911</b>
<b>Public Safety Communications Center</b>	<b>911</b>
<b>Non-Emergency Fire, Police, Health</b>	<b>703-691-2131</b>
<b>Poison Control Center</b>	<b>202-625-3333</b>
<b>Health Department</b>	<b>703-246-2411</b>
<b>Sheriff</b>	<b>703-246-3227</b>
<b>Virginia State Police</b>	<b>703-323-4500</b>
<b>Fairfax County Animal Control</b>	<b>703-830-3310</b>
<b>Dominion Virginia Power</b>	<b>703-934-9660</b>
<b>Director of WCC</b>	<b>703-893-6372</b>
<b>Director of LMS</b>	<b>703-356-4691</b>
<b>Report Suspected Child Abuse/Neglect</b>	<b>(800) 552-7096</b>
<b>Dept. of Social Services Licensing Rep. Sharlene Sawyer</b>	<b>(571) 389-0519</b>