

Emergency Management Plan



BRIXHAM MONTESSORI FRIENDS SCHOOL

REVISED 8/1/15

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**BRIXHAM MONTESSORI FRIENDS SCHOOL
IS LOCATED AT**

**18 BRICKYARD COURT
YORK, MAINE**



DIRECTIONS FROM YORK VILLAGE:

Take York Street to Route 1 South to Brickyard Court (1 mile on the right). The school is the third driveway on the left.

DIRECTIONS FROM I-95:

Take York exit toward Route 1. Turn right onto Route 1 South to Brickyard Court (1.2 miles on the right). The school is the third driveway on the left.

BRIXHAM MONTESSORI FRIENDS SCHOOL CONTACTS

ADMINISTRATORS

EXECUTIVE DIRECTOR: ALICA JOHNSON-GRAFE

(207) 351-2700 work
(603) 828-6078 home
alicabmfs@maine.rr.com



ADMINISTRATIVE ASSISTANT: KIM VACHON

(207) 351-2700 work
(207) 603-235-2535 home
kvachon@maine.rr.com



BUSINESS OFFICE ADMINISTRATOR: ALISON BELL

(207) 351-2700 work
(207) 752-3395 home
alisonbmfs@maine.rr.com



SCHOOL INFORMATION

Brixham Montessori Friends School serves approximately 90 children from the Seacoast community. The children range in age from 2 years to 11 years. There are approximately 20 staff members and 6 classrooms, plus an art studio, a kitchenette, library, office and teacher's room. The school building is tucked into a wooded, commercial area off Brickyard Court with a large playground behind the school and a vernal pool/garden area to the side of the school. There are three floors: on the first floor there is a library, an office, a teacher's room, a toddler classroom and a lower elementary (grades 1-3) classroom; on the second floor there are three preschool/kindergarten classrooms, an upper elementary (grades 4-5) classroom, a kitchenette and an art studio; on the third floor there is a storage room.

Each classroom is numbered and equipped with a phone, a regulation safe door lock, and a room darkening shade for its observation window. The school is fully sprinkled with its system maintained and inspected annually. Each month the school conducts a school wide fire drill, and the State Fire Marshall inspects annually. The State Childcare Licensing Specialist also inspects the school annually and ensures that all requirements for licensing are met.

The school is open year around with students attending the school year program from September to June, as well as a small number attending the summer camp programs in July and August. The school has an academic school year calendar similar to the York School District.

A school emergency text messaging system has been set up so that school parents and staff will be immediately notified by text if there is an emergency situation. Additionally, the school has installed three wireless panic buttons that are located in the office and by each of the playground door exits. The buttons are worn outside by the supervising teaching staff members, and when pressed a signal is sent to Protection One and the York Police 911 Dispatch is notified. The York Police has reviewed the school's emergency management plan and provided emergency training to the school's teachers and staff.

In the case of an all school evacuation, the staff and children will walk by foot to the Best Western York Inn located at 2 Brickyard Lane (1/10 of a mile from the school). The school has made arrangements at Best Western York Inn to use its first floor breakfast room as an offsite location for an all school evacuation. The Executive Director regularly attends Emergency Management workshops specific for school administrators with the last workshop attended in February, 2014.

FIRST RESPONDERS OF YORK COUNTY CALL 9-1-1

YORK POLICE DEPARTMENT: (207) 363-4444

CHIEF: DOUGLAS P. BRACY

SCHOOL RESOURCE OFFICER: NIKOLAS PISKOPANIS

YORK VILLAGE FIRE DEPARTMENT: (207) 363-1015

CHIEF: CHRIS BALENTINE

YORK AMBULANCE ASSOCIATION: (207) 363-4403

SCHOOL RESOURCES:

LEDGEMERE TRANSPORTATION YORK

CONTACT: BRIAN TRAFTON

PHONE: (207) 363-1555

YORK HOSPITAL: (207) 363-4321

FACILITIES MANAGER: JENNIFER ROONEY

PHONE: (207) 351-2301

BEST WESTERN YORK INN

CONTACT: ROBINS PATEL

PHONE: (207) 363-8903

YORK COUNTY EMERGENCY MANAGEMENT AGENCY

CONTACT: DAVE FRANCLEUR

PHONE: (207) 324-1578

MAINE EMERGENCY MANAGEMENT AGENCY

CONTACT: LYNETTE MILLER, COMMUNICATION DIRECTOR

PHONE: (207) 624-4420

MAINE DEPARTMENT OF EDUCATION

CONTACT: ANNE GABBIANELLI, COMMUNICATION DIRECTOR

PHONE: (207) 624-6747

CELL: (207) 592-4439

SOUTHERN MAINE CHAPTER OF AMERICAN RED CROSS

PHONE: (207) 874-1192

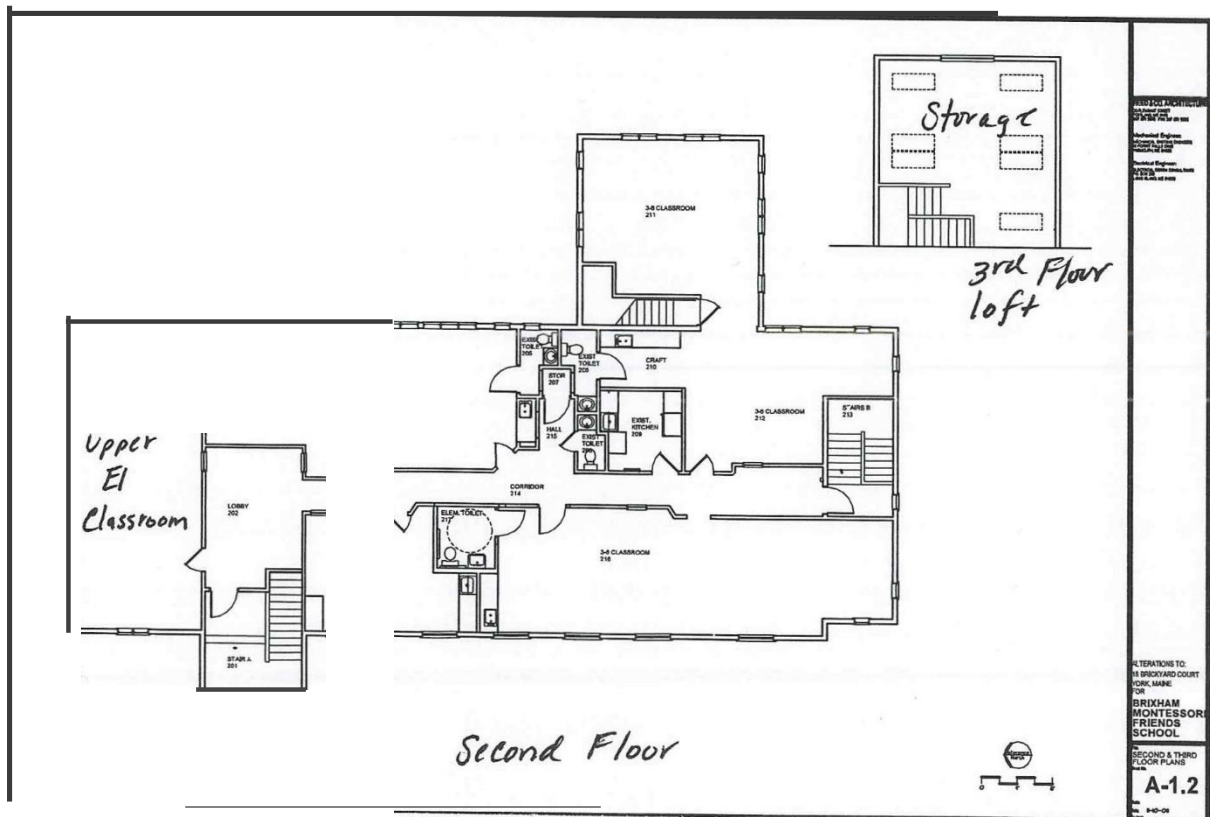
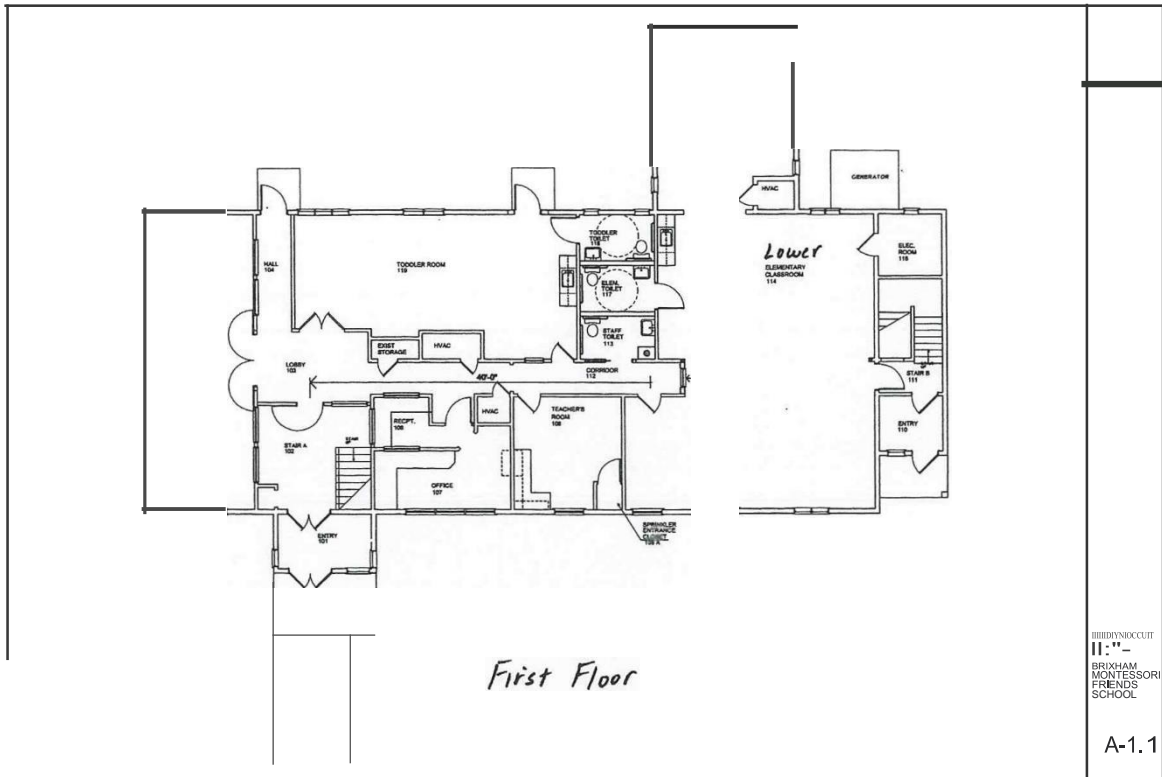
MAINE CENTER FOR DISEASE CONTROL

CONTACT: CHRISTINE ZUKAS, DEPUTY DIRECTOR

PHONE: (207) 287-8016

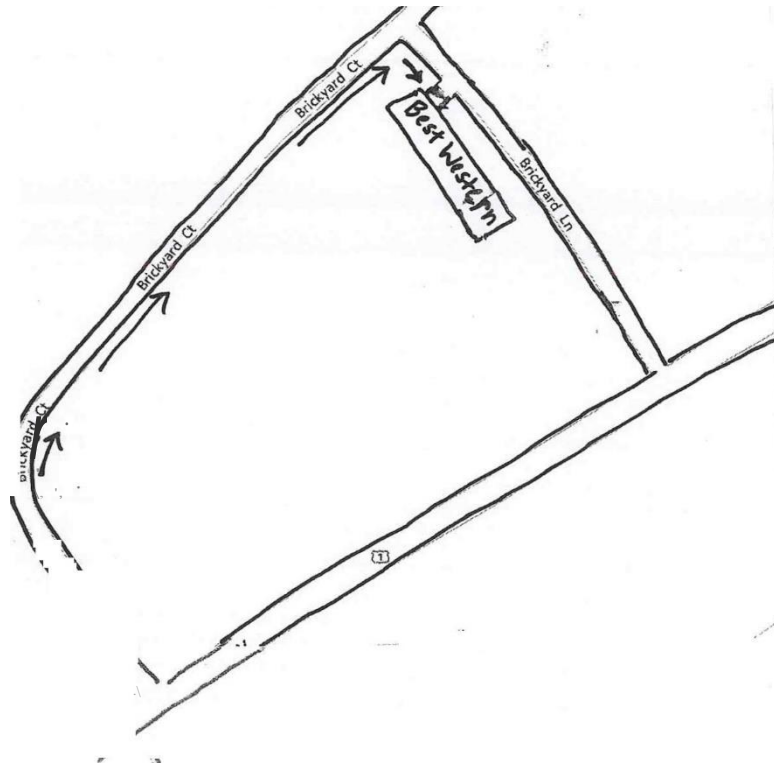
ALTERNATE PHONE: (207) 287-5179

BRIXHAM MONTESSORI FRIENDS SCHOOL SCHOOL FLOOR PLANS



SCHOOL EVACUATION ROUTE

Turn left at the end of the school driveway and walk 1/10 of a mile up Brickyard Lane. Turn right into the Best Western York Inn driveway and walk to the main lobby unless instructed otherwise by the school administrators.



BRIXHAM MONTESSORI FRIENDS SCHOOL **SCHOOL SAFETY PROTOCOLS AND EMERGENCY** **PROCEDURES**

FIRE:

When the fire alarm sounds

1. Close all windows.
2. Turn off lights.
3. Check classroom bathroom and close bathroom door.
4. Bring attendance and emergency key chain and line children up at the classroom door; take attendance.
5. Take primary emergency exit unless blocked, then take secondary route.
6. Walk class calmly and quietly through building to the designated outdoor meeting spot in the front parking lot.
7. Take attendance again and count children.
8. Notify administrator if you are missing a child or any problems related to exiting the building.
9. Wait quietly until instructed by administrator that the school is safe for re-entry or for further instructions to evacuate.
10. Parents will be notified that the school has a fire by the school's text emergency system and the nature of the fire; parents will be instructed on where and when to pick up their child.

LOCK-DOWN:

When the intercom announces a school "lock-down"

1. Check hallway and hallway bathroom for any students or staff and bring them into your classroom.
2. Lock classroom door.
3. Close the blinds and windows.
4. Turn off classroom lights.
5. Assemble children to classroom designated safe zones
6. Wait for further instructions from the administrator or emergency personnel.
7. Do not use cell phones unless calling 911
8. Parents will be notified that the school is in a lock-down by the school's text emergency system and the nature of the emergency; parents will be instructed on where and when to pick up their child.

LOCK-OUT:

When the intercom announces a school "lock-out"

1. Bring children inside the school as quickly as possible and check to see that all exterior doors are locked and secured.
2. Resume all indoor school activities as normal; no one is allowed to leave or enter the school during a lock-out.
3. Wait for further instructions from the administrator or emergency personnel.
4. Parents will be notified that the school is in a lock-out by the school's text emergency system and the nature of the emergency; parents will be instructed on where and when to pick up their child.

EVACUATION:

When the intercom announces a "school evacuation"

1. Exit the building as you do for a fire, but do not close doors or windows.
2. Upon exiting, take attendance and notify administrator if you are missing a child.
3. Walk up Brickyard Court to Best Western York Inn (our designated evacuation spot) in a quiet, orderly fashion.
4. Wait quietly in the breakfast room until instructed by the school administrator that the school is safe for re-entry and return to school with your class, or wait for further instructions.
5. Parents will be notified that the school has been evacuated by the school's text emergency system and the nature of the emergency; parents will be instructed on where and when to pick up their child.

IN-SCHOOL EMERGENCY (SHELTER IN PLACE):

When the intercom announces an "in-school emergency"

1. Lock classroom doors and explain to the children that teachers and children will remain in their classroom until further instructions from the school administrator.
2. Wait in your classroom until further notice; depending on the nature of the emergency, the school administrator may allow for some movement in the hallways or within the school building.
3. Wait in your classroom until further notice from the school administrator.
4. Parents will be notified that the school has an in-school emergency and the nature of the emergency; parents will be instructed on where and when to pick up their child.

HEALTH PANDEMIC:

In the event of a health pandemic, as defined by the Center for Disease Control, the school will notify the parent and staff community of any impending school closures. The administrators will consult with the school's Board of Directors, local health authorities and the Maine Center for Disease Control to determine if the school is to be closed and the expected duration of the closure. Parents and staff members are strongly urged to make a personal action plan for the care of themselves and their family.

If there is a health pandemic:

1. The school administrator will notify the parent and staff community by its text emergency system and followed up by e-mail of a pending closure at least 24 hours in advance.
2. The school closing will be listed on WCSH 6 news, the school answering service, and on the school website. The school administrator will keep the parent and staff community informed of any health alerts or update them by e-mail with additional information available on the school website.
3. When the school is determined not to be at risk for the pandemic or, if in consultation with local health authorities and the Maine Center for Disease Control, the risk is minimal, the school administrator will notify the parents and staff community of its status and the school will be re-opened for its normal hours.
4. Should a school closure be in excess of five school days, the Board of Directors will determine the number of days, if any, that are to be made up in a given school calendar.

PUBLIC AWARENESS AND ANNOUNCEMENTS

SPOKESPERSONS:

The school has identified its Executive Director and its Chair of the Board of Directors as the only spokespeople for the school. In the event of a crisis emergency, the spokespeople will consult with the appropriate authorities and prepare a press release that follows the six principles of Crisis Emergency Risk Communication (CERC):

1. Be First
2. Be Right
3. Be Credible
4. Express Empathy

5. Promote Action
6. Show Respect

NEWS CONTACTS:

The school spokespersons will contact WSCH 6 news and other news agencies in the event of crisis emergency, and prepare a public announcement that addresses the school emergency. The school spokespersons will consult with the communication directors of the Maine Emergency Agency and the Maine Department of Education prior to making any public statements and will keep the appropriate state and local officials informed of its emergency status.