

Dear Parents:

The Texas Department of Licensing and Fire Department have requested that all schools and day cares prepare an evacuation procedure for fire emergencies or mandatory lock downs.

Our first duty in an emergency is to care for students, personnel, and campus assets. At the same time our emergency response plans are put into action, our staff is trained to begin distributing information on the Internet, gather support personnel and, if necessary transfer all students and personnel to a planned relocation center. We will be taking steps to be our own “first responders” until state and local agencies reach campus, and we are preparing to be self-reliant in the event that utilities and other infrastructure services are disrupted.

Please know that we understand the need you have for accurate information and communication with your son or daughter, especially during emergencies. Do not hesitate to call the school or inquire updates on our website and blog. The only thing that will impair the communication between us will be those things for which we simply cannot control. Throughout all of this, our every effort will be directed toward returning to safe and normal operations, including classes, as soon as possible.

It is important that parents be aware of our protocol while the children are in our care. We ask that you please review the document and keep for your records. The following procedures will be taken in case of a fire emergency or mandatory lock down by staff at Mt. West Montessori:

**Codes for lockdown:**

**Soft Lock Down: Code Orange**

1. Bring anyone from the outside into your classroom and keep them until the all clear is announced.
2. Lock door.
3. Take attendance and place attendance sheet under door if instructed to do so by command center.
4. Continue teaching daily lesson.
5. Alert corresponding authorities.

**Example:** A strange & suspicious person rooming outside of school grounds.

**Hard Lock Down: Code yellow**

1. Bring anyone in from the outside into your classroom and keep them in your room until the all clear is announced.

2. Lock door, turn off lights but keep window shades open.
3. Move the students out of sight from any doors or windows.
4. Take attendance.
5. Only call office if there is an emergency with your class.
6. Alert corresponding authorities and media.

**Example:** 50 miles radius barricade. Prisoner escape, report of a suspicious bomb or intruder.

*We advise parents to stay tuned to local radio and TV stations for updates on emergency lockdowns.*

**Procedures teachers will take for a fire emergency:**

**Code for evacuation: Code Red**

1. Get class list and instruct class as to what exit to use.
2. Check that room is clear of students.
3. Leave lights on and close the door.
4. Proceed to staging area, take attendance and maintain order of your class.
5. We will be walking half a mile to Zach White Elementary School located at 4256 Roxbury Drive.
  1. Start out going northeast on Frontera Rd. toward Roxbury Drive.
  2. Take the 1<sup>st</sup> right onto Roxbury Dr.

**Procedures teachers will take for a medical emergency:**

**Code for medical emergency: Code Blue**

1. Call 911 if required.
2. Keep all children in their classroom.
3. Bring anyone in from the outside into your classroom and keep them in your room until the all clear is announced.

**Example:** If any person is badly injured in or outside of school grounds.

**Severe Weather:**

During the winter months severe weather conditions may make it impossible for students and staff to come to school. These conditions are rare and are unlikely to occur every year but when they do happen we would like parents to be aware of the following routine:

- Parents should not attempt to make the journey to school if road conditions are dangerous. This ensures the complete safety of your children.
- Please avoid telephoning the school directly so that lines can be kept free for everyday outgoing calls.
- At the first sign of a heavy snow fall making the journey to or from school dangerous, the school will post details of the school closure on the school's telephone answering service, website and blog to alert parents that school will be closed and students should not attend or that the school will close early and parents should collect students at the appointed time.

**We advice parents to stay tuned to local radio and TV stations for updates on closures or late starts on severe weather condition days.**

