

Montessori School of Charlottesville/GA

Emergency Preparedness Plan

(Updated 08/15/25)

This plan has been developed with advice from local fire, health, and emergency planning officials. It is meant to address the most likely emergency scenarios at our facility. This plan has been shared with staff members and families of children enrolled at our school.

I. Evacuation Plan:

In the event of fire, smoke, fumes, flooding, or any other scenario that requires us to move safely away from the building.

1. Ring bell loudly and gather children.
2. Call 911 (Administrator)
3. If Administrator is not on site, call Administrator.
4. Evacuate building in calm and orderly manner, following posted evacuation route.
5. Teacher (with roll book) leads children to designated area; assistant closes doors and windows, and follows with emergency box, telephone and first aid kit.
6. During cold weather, children will pick up their coats on the way out, and the assistant will make sure all coats are outside.
7. If it is deemed unsafe to return to building, administrator and teachers call parents to pick up their children inside, or directly outside in the covered area of the Gordon Ave Public Library.

II. Shelter-in-Place/ Intruder Alert (Pink Drill)

In the event of a natural disaster, chemical spill, dangerous person in area, or any scenario which requires us to secure the building and remain inside.

1. Teacher rings bell, announces to children: “Shelter in Place” OR “Quick Safety Drill” and calls children to gather in designated safe space to confirm roll. For Intruder Alert, children in circle play “silence game” to encourage silence in the case of an intruder.
2. Assistant locks all exterior doors and closes all windows.
3. When the roll is confirmed and the building is secure, children are cared for in a designated area until their parents arrive, or threat has passed.
4. Parents are called and informed that our shelter-in-place procedures have begun, and that they should make arrangements for their child to be picked up from school.

III. Weather warnings

In the event of imminent dangerous weather warning that requires us to move to safe area in the building away from windows.

1. Teacher rings bell and calls children to circle. The circle location will be in the designated safe area of the classroom until the threat has passed.
2. If necessary parents will be called to pick up their child(ren).

Communication Plan

Any event that requires the closing of school will be announced on local radio and TV stations by using the codes provided by the local government.

In an emergency event that requires staff to contact parents to come pick up their child, additional cell phones will be available to make the calls. A sign out sheet for each class will be used to show who will be picking up each child, and to verify that notification has taken place.

A phone will be available at each location that does not require electricity so that contact can be maintained in the event of a power outage.

In the event that a parent cannot be reached, the others listed on the Emergency Card will be contacted.

Practice Drills and Records

Evacuation drills will be held monthly during the school year. Follow the evacuation plan.

Shelter-in-Place drills will be held at least twice during each school year, once in the Fall and once in the Spring.

Documentation of all drills will be kept in each classroom notebook.

All staff will be trained for implementation of this plan annually.

This plan will be reviewed and updated annually. The review will take place during the first staff meeting after a shelter-in-place drill each Spring.

Emergency Chain of Command/ Phone Numbers

At all locations, the head teacher in each classroom takes the responsibility of the children in their care.

At all locations, if an Administrator is not on site, one will be contacted by cellphone.

Soren: 831-278-2695

Gloria: 574-606-5175

Emergency Phone Numbers

In the case of an emergency, call 911.

**Gordon Ave. address is 1602 Gordon Ave. 22903
295-0029**

