

EMERGENCY PLAN

SUNSTONE MONTESSORI SCHOOL - MILWAUKIE

EMERGENCY INFORMATION:

sunstonemontessori.org
FlashAlert.net/id/sunstone

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Updated: 6/2/2026

SUNSTONE MONTESSORI SCHOOL EMERGENCY PLAN

PURPOSE AND OBJECTIVE

- A. The Sunstone Montessori School Emergency Plan provides a framework for the protection of students, staff, and school facilities, as well as a response by school staff to a range of emergency situations. It will be designated as “the Plan” for the remainder of this document.

- B. In the event of a widespread emergency, it is understood that available government resources will be overtaxed and may be unable to respond to all requests for assistance. Sunstone Montessori School endeavors to be self-sufficient for 24 hours.

PREPAREDNESS

Annual Checklist

The following will be accomplished and/or reviewed each August, prior to the beginning of the school year:

- 1. Hazard Assessment
A physical survey of the school facilities and grounds will be made by the to identify and correct any potential hazards.
- 2. School Map
A school map highlighting all exit routes will be posted in each classroom, staffroom, and common room, and other designated areas. The school map in the administrative office shall also indicate the locations of utility shut-offs, fire extinguishers, and emergency equipment/supplies.
- 3. Supplies and Equipment
Emergency supplies and equipment will be inspected and updated, if necessary, by the Administrator.
 - i. See Appendix B for a comprehensive listing of supplies and equipment.
 - ii. The emergency supplies and equipment will be stored in small emergency kits on site.
 - iii. Backpacks in each classroom contain current Emergency Information and Authorization forms for each child with emergency medications, and a first aid kit. One classroom adult will also carry a two-way radio and cell phone (if possible) during evacuations.
 - iv. Backpacks in administrative spaces (the main office) contain current Emergency Information and Authorization forms for each child with emergency medications, and a first aid kit. One classroom adult will also carry a two-way radio and cell phone (if possible) during evacuations.
- 4. Emergency Plan Review
This Plan will be reviewed and revised, if necessary, by the Emergency Preparedness Committee, Head of School, and Administrative staff each August.
- 5. Parent Notification
This Plan, as well as emergency contact websites and numbers, and possible off-site evacuation location(s), will be posted on the Sunstone Montessori School website available to parents.
- 6. Plan Orientation

All staff will be oriented to this Plan upon hire and at the start of each school year. Current CPR and First Aid certification are to be maintained by all staff.

7. Drills

Exit, earthquake, re-entry, and/or lockout/lock down drills will be scheduled at least once per month. All students and staff are required to participate.

Emergency Policies and Procedures

1. Authority to Implement the Plan

The Head of School will implement the Plan when conditions warrant its execution.

The following, in the order indicated, are designated to act on behalf of the Head of School when the Head of School is not available. The individual with the authority to implement the plan, or who assumes the authority to implement the plan pursuant to this section, shall be referred to as the “Administrator” in the remainder of this document:

1. The Administrator on duty as indicated in each classroom and room

2. Communications

- External

Telephones will only be used to report emergency conditions to emergency services and FlashAlert, or to request emergency assistance

- Internal

Two-way radios are stored in the Office overnight and in each classroom during the day. The radios will be used on-site in the event of an emergency. Cell phones may also be used to the extent possible.

- Parent Notification

The Administrator will authorize communication via Sunstone Montessori email and FlashAlert.

- RADIO: KXL 750 AM OR www.kxl.com: Check for emergency information.

Sunstone Montessori School may not be able to communicate with parents after an earthquake if phone lines are down and cell towers are not functional. Sunstone expects parents to have a plan in place for how they will get to school to reunite with students, and to make sure Sunstone has a current list of those who are permitted to pick up students.

Parents should also have an out of state contact that both parents and the school know to call to get, or share, information in an emergency. Out-of-state-contacts should be outside of the Pacific Northwest area, if possible. In an emergency, local phone lines are often jammed because of the number of people trying to make calls at the same time. Long-distance lines, however, are freer, so you can usually make long-distance calls.

First Aid

The First Aid Station is located in the Milwaukie Main Office and in the outdoor emergency storage area where there will always be a complete medical first aid supply kit.

Each classroom has two kits: one that remains in the classroom and one in the classroom backpack.

Evacuation

The Administrator will decide to order an evacuation of the school building.

1. Classroom Assistants will perform the first sweep of their classrooms to ensure the entire group exits the building together.
2. Guides will take their class backpack, a two-way radio and a cell phone (if possible), student tracking sheets, red and green cards, and emergency sheets with them.
3. The Administrator on duty will take a radio, the staff sign-in, and attendance clipboard (in order to account for all staff present)
4. Guides and Classroom Assistants will escort their class to the designated assembly areas.

Instructions for reaching the designated class assembly areas are as follows:

- Mahonia
Exit through classroom exterior door, go to designated waiting area.
- Mulberry
Exit through classroom exterior door, go to designated waiting area.
- Mahonia
Exit through classroom exterior door, go to designated waiting area.
- Middle School Classroom
Exit through classroom exterior door, go to designated waiting area.

Administrative Team takes the following actions:

- Administrator
Grabs attendance clipboard and walkie-talkie. Proceeds to waiting area to confirm attendance and call ALL CLEAR.
- On-site Administrative Assistant
Takes emergency backpack, which contains first aid kit, student emergency contact information, and student medications, to evacuation location . Goes to help Toddler program.
- Guides will take roll immediately upon reaching their waiting area and notify the Administrator that all children are present by holding up a green card or that all children are not present by holding up a red card. If any group displays a red card, the Administrator will inform an administrative staff member who will perform a second sweep of the building so any missing children can be found. Guides will wait for additional instructions before returning to classrooms. Coordination and instructions may be given via two-way radio, or cell phone if available.

All school personnel are to participate in all emergency drills. Parents, guests, and community people on the grounds during a drill must participate. Adults are reminded to please be good role models for the children, and that no talking is allowed.

Emergency Supplies

Emergency supplies taken during an evacuation include:

- Class backpacks or bag (containing Emergency Information and Authorization forms for each child with emergency medications, and a first aid kit.)
- Two-way radios and cell phones (if possible) will be taken by each guide or assistant.

Student Release and School Closure

Release of students may be advised by the Milwaukie Police, Clackamas County Fire Department, or authorized by the Administrator whenever a condition exists which warrants such action (i.e. severe storm, earthquake, etc.).

Sunstone Montessori School receives information from the City of Milwaukie and Clackamas County-Public Alerts Notification, and will use that information to determine necessary actions. When the decision has been made to release students, parents will be notified via Sunstone Montessori School email communication and/or FlashAlert.

Students must be picked up and signed out by a parent or an authorized representative of the parent or, with prior approval on the Emergency Information and Authorization form, by another member of the Sunstone Montessori School community.

Students who are not picked up will be kept at school or at a school-designated alternative shelter. The location of the shelter will be posted at the school and communicated via Sunstone Montessori School email communication and FlashAlert.

School closure and re-opening status will be reported by administrative staff via Sunstone Montessori School email communication and/or FlashAlert.

Physically Challenged Students/Staff

All physically challenged students and staff will be assisted by a pre-assigned student or staff member during evacuation and throughout any emergency.

Status Reports

As soon as possible after an emergency, all guides will take roll and submit an emergency status report to the Administrator. The Administrator will update families via email via Sunstone Montessori School email communication and FlashAlert.

DEFINITION OF EMERGENCY ACTIONS

a. ALL CLEAR

The Administrator verbally informs the students and staff via two-way radio and school page system and/or cell phone (if necessary) that it is safe to return to classes.

b. RELOCATION

After exiting the building and calling roll to ensure attendance, Administrator informs students and staff to proceed to previously agreed upon second location. Staff calls roll again, and children and staff remain in place until given further instruction.

c. DROP, COVER, & HOLD: Inside school

1. Direct children to move away from windows, shelves, and heavy objects. Students and staff immediately take protective positions under desks and tables with backs to windows. Each person

should drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

2. Remain in sheltered position for at least one minute.

d. **DROP, COVER, & HOLD: Outside school**

1. Students and staff immediately take protective positions in an open space away from buildings, tall trees, and power lines. Each person should drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
2. Remain in sheltered position for at least one minute.
3. After one minute, evacuate following the exit drill procedures.

e. **EVACUATE** – Students and staff calmly and quickly exit the building, following the evacuation procedures and routes described on page 3.

f. **GO HOME**

The Administrator communicates via email and FlashAlert the dismissal of classes and sends students home with parents or other authorized adults when conditions allow, according to regular pickup protocols, or in accordance with Student Release and School Closure procedure.

g. **LOCK DOWN**

A threatening person is on campus (including church buildings), or at the adjacent park or retirement center. Please see detailed description of procedure on page 8.

1. Students and staff **STAND BY** and **TAKE COVER** until the Administrator gives the **ALL CLEAR** signal. **NO ONE** is allowed to enter or exit the buildings until the Administrator gives the **ALL CLEAR** signal.
2. Guide or Assistant should lock the classroom door(s). If outside, no one shall reenter the premises until authorized to do so by the official in charge.
3. Classroom staff move children to a location out of sight to **TAKE COVER** while waiting for **ALL CLEAR** signal or further instructions.

h. **LOCK OUT**

A threatening person is in the greater vicinity of campus or there is a threat in the area or neighborhood. Please see detailed description of procedure on page 9.

1. If a threatening person is outside of the building, students and staff **STAND BY** and **TAKE COVER** until the Administrator gives the **ALL CLEAR** signal. **NO ONE** is allowed to exit the buildings until the Administrator gives the **ALL CLEAR** signal. Guide or Assistant should lock the classroom door(s) and close all blinds.
2. If the threat is in the area or neighborhood, students and staff **MOVE INDOORS** immediately. Guide or Assistant should lock the classroom door(s) and close all blinds.

i. **BRING IN/RE-ENTRY**

If there is a threat in the area, a **LOCK OUT** procedure will be initiated immediately with the announcement “**LOCK OUT, MOVE INDOORS IMMEDIATELY.**”

j. **MOVE TO HIGHER GROUND**

Students and staff move in an orderly manner from the school to higher ground. Location to be determined based on actual conditions.

k. **STAND BY**

All students are held in their classrooms pending further instruction.

l. TAKE COVER

Students and staff take protective positions away from identified danger. Every precaution must be taken to minimize the possibility of injury from flying objects.

m. WARNING SIGNAL

The fire alarm bell will be the warning signal for evacuation in most cases. The emergency whistle located in each classroom may also be used.

SPECIFIC EMERGENCY PROCEDURES

FIRE

Fire in a school building:

1. Any adult who sees a fire activates fire alarm. Children should notify an adult immediately if they see a fire.
2. Guides implement EVACUATE. If possible, administrative staff may attempt to extinguish fire.
3. Administrator determines whether to implement GO HOME or ALL CLEAR. (Students and staff shall not return to the school buildings until Fire Department officials declare the area safe.)

Fire near the school:

1. Administrator notifies the Fire Department (911)
2. Implements STAND BY
3. Determines the need to EVACUATE if nearby fire poses an immediate threat to school buildings. Then, if the situation warrants, determines whether students and staff should leave their designated gathering area and go to the school's alternative shelter.
4. Determines whether to implement GO HOME or ALL CLEAR. (Students and staff shall not return to the school buildings until Fire Department officials declare the area safe.)

EARTHQUAKE

Earthquakes usually strike without warning. The following actions, as time permits, will be implemented.

Inside school building:

1. Guides implement DROP, COVER, & HOLD.
2. When quake is over, Administrator initiates EVACUATE. Students and staff will maintain a safe distance from electrical wires which have fallen or may fall.
3. Administrator oversees checking water and gas lines for leaks inside the building (leaking gas will have a distinct smell of rotten eggs or sulfur); notifies the Fire Department (911) immediately of any leaks; DO NOT TURN OFF the gas or water mains UNLESS there is a leak.
4. Administrator determines whether to implement GO HOME or ALL CLEAR. (Students and staff shall not return to the school buildings until officials declare the area safe.)

On School Grounds:

1. Guides implement DROP, COVER, & HOLD. The safest place is in the open; students and staff will stay there until the earthquake is over.
2. Students and staff move to designated gathering places, avoiding buildings, trees, utility poles and exposed wires.
3. Guides take roll and check for injuries, then share findings with the Administrator.
4. Administrator determines whether to implement GO HOME or ALL CLEAR. (Students and staff shall not return to the school buildings until officials declare the area safe.)

If necessary, initiate Emergency Utilities Shut off Procedures. Detailed instructions and tools are located in a binder labeled "Facilities Handbook" in the admin office on the OCC shelf. See Appendix A.

EMERGENCY MEDICAL SITUATION

Administrator will designate people to meet EMTs at 13515A or 13519 SE Rusk Rd. Milwaukie, OR, 97222. The designated hospital is Providence Milwaukie Hospital, 10150 SE 32nd Ave, Milwaukie, OR, 97222, 503-513-8300.

In Case of Accident of a Child

1. Check for injury before allowing child to walk
2. Observe for injury, ask what hurts, etc.
3. If first aid is to be administered, put on gloves
4. Clean wound/scrape/cuts with warm water and soap
5. Cover dry wound with clean bandage or gauze pad
6. Apply compress to bleeding wound, and get staff assistance
7. If injury involves more than the need to apply a bandage, call the parent
8. Apply ice pack to injuries when indicated
9. Do not move a child if there is a possible broken bone, neck, or head injury--call 911
10. If child is not breathing, use CPR. Sunstone Montessori School has an AED for emergency use. The AED is located at the front of the Main Office (on the wall).
11. Complete Illness/Injury Report (see Appendix J).

In Case of Staff Member Accident or Acute Illness

1. Contact Administrator on duty immediately, or as soon as possible after administering emergency first aid/CPR, to provide care for children.
2. Administer emergency first aid or CPR, if necessary. Sunstone Montessori School has an AED for emergency use. The AED is located inside at the front of the Main Office (on the wall).
3. Redirect children away from staff as soon as possible to resume routine activities.

In Case of Illness of a Child

1. Isolate the child
2. Check temperature
3. If temperature is in normal range:
 1. Have child rest in assigned area
 2. Observe child for changes
 3. If no changes are observed in 30 minutes, contact parent
4. If temperature is 101 degrees or higher, call parent to pick up child
 1. Isolate child until parent arrives
 2. Do not give any medication without written prescription from a doctor
5. Complete Illness/Injury Report (see Appendix J).

ARMED/THREATENING INTRUDER

All visitors must report to the front desk. All visitors must sign in on the sign-in clipboard, obtain identifying name tags, and be accompanied by a Sunstone staff member at all times.

In the case of a threatening intruder on the school campus, in the adjacent park, or at retirement center:

1. Administrator will immediately announce, "This is a LOCK DOWN, lock, lights, out of sight" over the phone paging system (**PAGE 300#**) and two-way radio.
2. Students and staff should move to a safe area of the classroom and stay together. Students and staff should maintain as much silence as possible.
3. Guide or assistant will lock the classroom door(s) from the outside, if necessary, turn out classroom lights, place window coverings over the classroom door window(s), close classroom blinds, and bring in any students who may be in the hallway in the immediate vicinity. Kitchen staff will close and lock kitchen doors, turn off lights, and move to a safe area of the kitchen.
4. Administrator notifies Police (911) and confirms all doors are closed and locked.

5. Administrator will send an e-mail via Sunstone Montessori School e-mail with subject line "Please reply all".
6. Guides, Assistant, or adults in charge take roll in respective classrooms and check for injuries, then share findings, including the number of children, number of adults and names of any visitors, by replying all to the "Please reply all" email when safe to do so.
7. Administrator will announce ALL CLEAR when it is safe to do so.

In the case of a threatening intruder in the vicinity of campus, i.e. farther away than park or retirement center:

1. Administrator will immediately announce, "This is a LOCK OUT" over the phone paging system (**PAGE 300#**) and two-way radio.
2. Students and staff should move to a safe area of the classroom and stay together. Guide or assistant will lock the classroom door(s) from the outside, if necessary, turn out classroom lights, place window coverings over the classroom door window(s), close classroom blinds, and bring in any students who may outside in the immediate vicinity.
3. Administrator notifies Police (911) and confirms all doors are closed and locked.
4. Guides take roll and check for injuries, then share findings with the Administrator.
5. Students and staff should not leave the school until officials declare the area safe.

If students are not in a classroom or in the vicinity of a classroom:

1. Administrator will alert Supervising Guide, Assistant, or adult via two-way radio or cell phone of Lock Down or Lock Out.
2. Supervising Guide, Assistant, or adult should gather students together and move to a safe area and stay together.
3. Return to the Campus and/or classroom only when instructed by Administrator.

CHEMICAL ACCIDENT

Chemical accidents of emergency magnitude include barge or tank truck accidents involving large quantities of toxic chemicals or gases. Should such an accident endanger the students and staff the following actions will be implemented.

1. Administrator notifies the Fire Department (911).
2. Administrative staff confirms all doors and windows are closed and locked and gas is shut off in kitchen.
3. Guides take roll and check for injuries, then share findings with the Administrator.
4. Students and staff should not leave the school until officials declare the area safe.
5. If necessary, initiate Emergency Utilities Shut off Procedures. Detailed instructions and tools are located in a binder labeled "Facilities Handbook" in the admin office on the OCC shelf.

EXPLOSION

In the event of an explosion at the school or the threat of an explosion, such as one caused by leaking gas, the following shall be implemented.

1. Administrative staff confirms all doors and windows are closed and locked.
2. Do not turn any electrical equipment on or off, and do not use any light switches.
3. Guides implement DROP, COVER, & HOLD.
4. If the explosion occurred within or is threatening the school building, the Administrator immediately sounds the school fire alarm and implements EVACUATE.
5. Administrator determines whether to implement GO HOME or ALL CLEAR. (Students and staff shall not return to the school buildings until officials declare the area safe.)

SEVERE WINDSTORM

Severe Weather: During a Threat

1. Check FirstCall.net (CENS) PublicAlerts.org, FlashAlert.net, listen to the radio or television for information.
2. Obtain NOAA Weather Radio (stored with emergency supplies).
3. Follow instruction from local officials.
4. Bring children and staff indoors, postpone outdoor activities, and stay inside.

The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, GO HOME may be implemented by the Administrator prior to such an emergency. However, if high winds develop during school hours with little or no warning, the following actions may be carried out.

1. Administrator implements STAND BY and TAKE COVER.
2. Students and staff should assemble away from exterior walls, especially glass doors and windows.
3. Administrator determines the need to leave buildings and classrooms bearing full force of wind, consolidating students and staff into another location, avoiding trees, utility poles, and exposed wires.
4. Guides take roll and check for injuries, then share findings with the Administrator.
5. Administrator:
 - i. Notifies the Fire Department immediately of any gas or electrical line breakage
 - ii. Closes blinds
 - iii. Authorizes communication via Sunstone Montessori School email communication and FlashAlert

BOMB THREAT

In the event of a bomb threat within the school, the following shall be accomplished by the administrator:

1. Implement EVACUATE
2. Notify Police/Fire (911)
3. Determine whether to implement GO HOME or ALL CLEAR.
4. Students and staff shall not return to the school buildings until officials declare the area safe.

FLOOD OR TSUNAMI

While Sunstone Montessori School is not in the FEMA mapped Special Flood Hazard Area (SFHA), warning may be received from the Portland Police, Portland Fire Department or other official sources. The extent of flood and the time available before it arrives will dictate the course of action to be taken.

The Administrator may initiate any of the following emergency actions:

1. GO HOME
2. EVACUATE
3. MOVE TO HIGHER GROUND

CIVIL DISTURBANCE OR RIOT

Should a civil disturbance in or near the school endanger the children or the school building, the following actions will be taken immediately.

1. Administrator notifies the Police (911).
2. Administrator will direct further action as required.

This could include:

3. Sound ALL CLEAR if the disorder ceases
4. EVACUATE or move students to other areas, if needed
5. Implement GO HOME

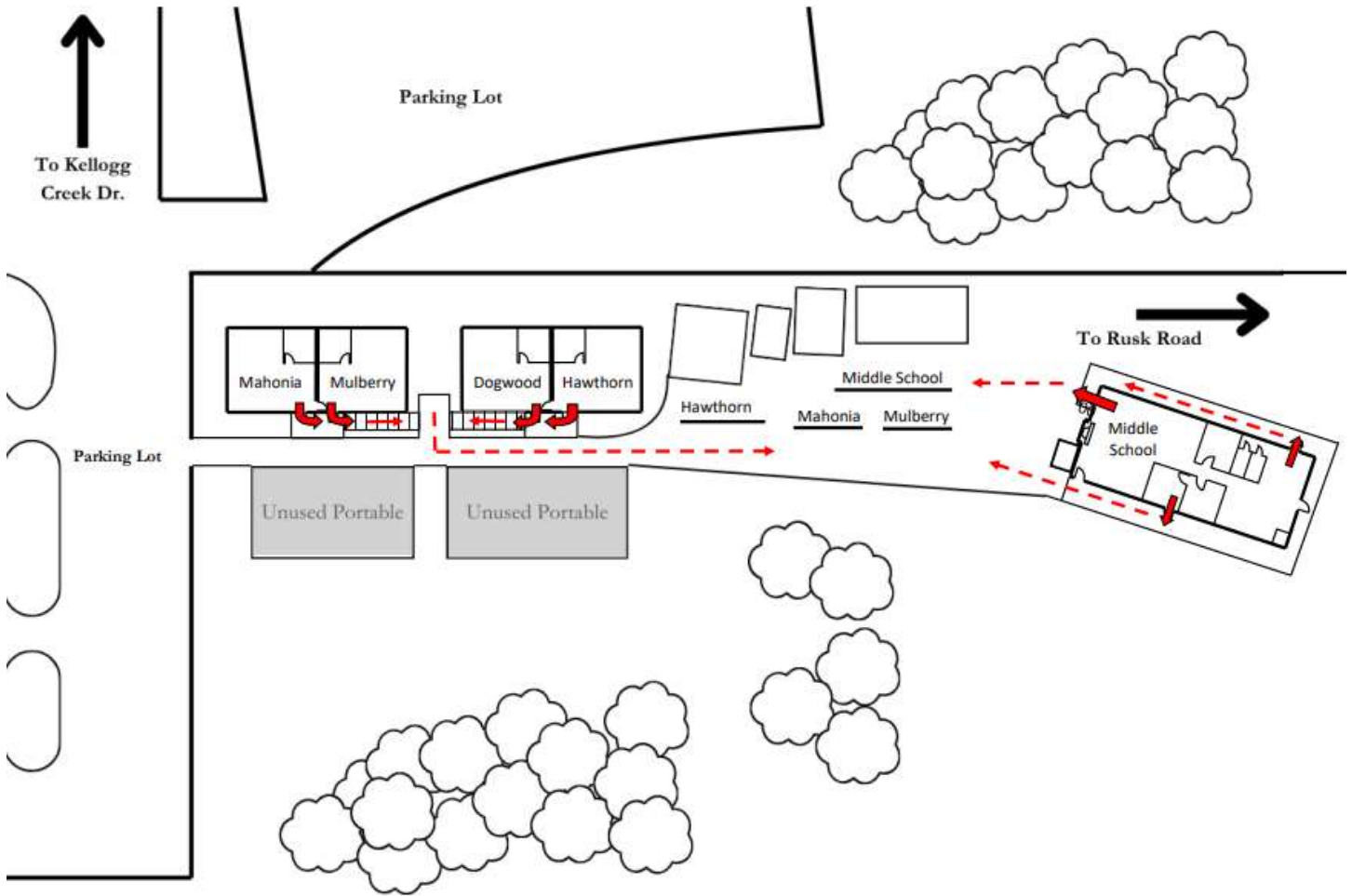
RESPONSE TO EMERGENCIES/DRILLS

Exit, Relocation, Earthquake, and Lock Out/Lock Down drills are held throughout the school year to ensure a well-rehearsed response to an emergency. All drills are initiated by an Administrator communicating directly to classrooms through two-way radio and phone intercom. Guides and classroom staff can reiterate the communication directly to students. For exit drills, all classes should immediately begin evacuation process.

After everyone has arrived at the designated assembly point and guides have confirmed that all children are present, the Administrator will give the ALL CLEAR signal. Once the signal is given, students are to return to their classrooms.

- A. **Exit** drills begin with the Administrator communicating “This is an exit drill. Please exit the building.” Students, staff, visitors, and administrators proceed outside to their designated gathering place in the parking lot. Guides will take roll and communicate if all children are accounted for using the green/red sign. Classes will reenter school only when Administrator gives the ALL CLEAR announcement.
 - a. **Relocation** drills begin after the conclusion of an Exit drill. An administrator will call RELOCATION, at which point classes will proceed either to the Rose Garden through the gate, or through the west gate to the North Clackamas Park District park. Once there and organized in single file lines, roll will be taken again. Classes will return to the main school building in reverse order of how they proceeded, only when an Administrator gives the ALL CLEAR announcement.
- B. **Earthquake** drills begin with Administrator communicating “Drop, Cover, Hold!” The children and staff should respond by following the DROP command and staying crouched under tables, away from windows, glass, or light fixtures or in the safest areas of each classroom until the Guide gives the ALL CLEAR announcement.
- C. **Lock Down** drills begin with the Administrator communicating, “Lock, Lights, Out of Sight,” via the phone system (PAGE) and through two-way radio. Guide or Assistant should lock the classroom door(s) and window(s). Students, staff, and visitors should move to a safe area of the classroom and stay together in the safest areas of each classroom until the Administrator gives the ALL CLEAR signal. If outside, no one shall reenter the premises until authorized to do so by the administrator in charge. Classroom staff should move children to a location out of sight.
- D. **Lock Out** drills begin with the Administrator communicating, “This is a Lock Out drill,” via the phone system (PAGE) and through two-way radio. Guide or Assistant should lock the classroom door(s) and window(s). Students, staff, and visitors may continue to work as normal and do not need to move to a safe space in the classroom until and unless an Administrator announces a Lock Down. Students and staff should remain in the classroom until the Administrator gives the ALL CLEAR signal. If appropriate, staff can escort children to restrooms. If outside the school building, no one shall reenter the premises until authorized to do so by the Administrator in charge.

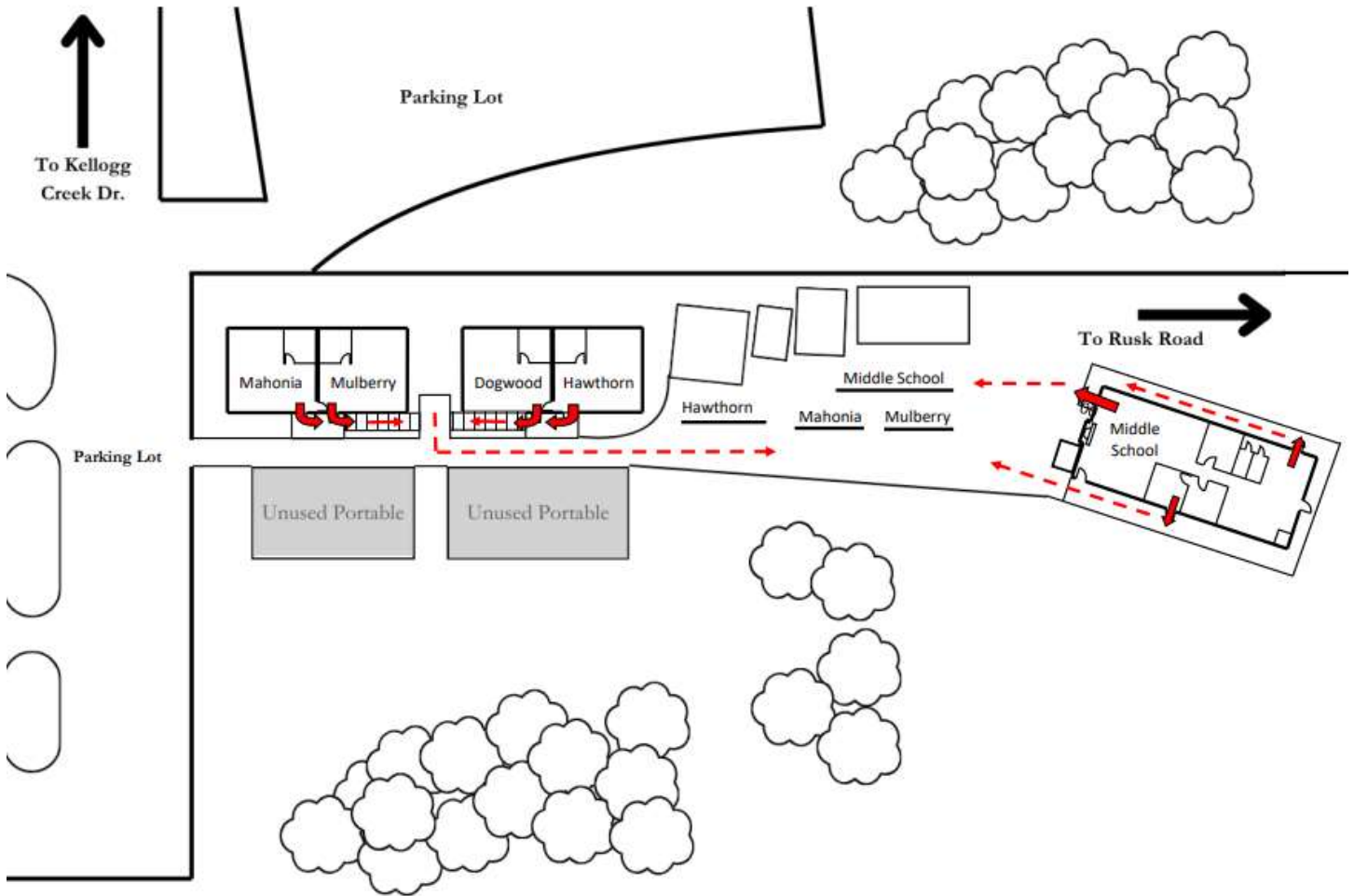
Appendix A: Fire Escape Map



Appendix B: Emergency Supplies and Equipment

COMING SOON

Appendix C: Outdoor Assembly Map



This map shows our initial outdoor assembly areas.

In the case of an emergency our staff will communicate via walkie-talkies and move to safe ground if necessary.

1. **Waiting Area** – Open ground between the Middle School and the modular classrooms.
All Classrooms
Administration
2. **Parking Lots**- Potential whole school gathering areas off school campus should we need to move away from the main building.
All Classrooms
Administration

Appendix D: BEECN Information

<https://www.portland.gov/pbem/about-beecn>

Appendix E: FlashAlert Information

FlashAlert is where emergency information and news releases from a variety of organizations are posted to be sent to news organizations and the public via a continuously updated web page, e-mails and information pushes into media web sites.

Sunstone families should subscribe to the Sunstone FlashAlert channel, as it will be our primary way to communicate any emergencies, inclement weather, school closures, delays, early pick-ups and more. Once you are subscribed you will automatically receive emails alerting you to and updating you on any emergency situations or inclement weather communications directly related to Sunstone.

Here is the link to subscribe to Sunstone's FlashAlert:

<https://www.flashalert.net/id/sunstone>

PLEASE NOTE: Get the App

After you are subscribed, we highly recommend that you get the FlashAlert messaging app for your smart phone. The app is free, easy to install, will sync with your Sunstone FlashAlert account, and will flash an alert on your phone's screen without you having to check your email.

Appendix F: AED Information

Sunstone Montessori School Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is a small, lightweight device used to assess a person's heart rhythm. If necessary, it administers an electric shock to restore a normal rhythm in victims of sudden cardiac arrest. When a person suffers a sudden cardiac arrest, chances of survival decrease by 7 to 10 percent for each minute that passes without defibrillation. A victim's best chance for survival is when there is revival within 4 minutes. Experts estimate that 100,000 lives could be saved each year if AEDs were widely used.

Oregon law states that each school campus in a school district, private school campus and public charter school campus shall have on the premises at least one automated external defibrillator. Sunstone Montessori School has an AED located in the Admin office, hanging on the wall outside the staff workroom, just to the east of the outside exit door.

Anyone trained to use cardiopulmonary resuscitation (CPR) can be trained to use an AED. Most AEDs are designed to be used by people without medical backgrounds, such as police, firefighters, flight attendants, security guards, and lay rescuers. AEDs are most effective when standards are in place for appropriate training, equipment maintenance and ongoing quality-of-care monitoring.

When a person's heart rhythm goes into an uncoordinated electrical activity called fibrillation, the heart twitches ineffectively and can't pump blood. This condition often accompanies severe heart attacks when the patient's heart appears to have stopped beating. The AED delivers electric current to the heart muscle, momentarily stunning the heart, stopping all activity. This gives the heart an opportunity to resume beating effectively.

To operate, open the AED cabinet (alarm will sound), remove the machine from the cabinet, and follow the audible instructions.

AED/CPR FACTS

- Cardiac arrest claims about 330,000 lives each year – or 900 per day - nationwide.
- The American Heart Association goal is to increase the survival rate from 5 percent to 20 percent.
- If every community could achieve a 20 percent sudden cardiac arrest survival rate, between 45,000 and 50,000 people would be saved each year.
- For every minute a cardiac arrest victim is not defibrillated, his or her chances of survival declines 7-10 percent.
- About 80 percent of all sudden cardiac arrests happen at home, so being trained to perform cardiopulmonary resuscitation (CPR) can mean the difference between life and death for a loved one.
- Cardiac arrest is caused by a life-threatening abnormal heart rhythm that can result from heart attack, respiratory arrest, electrocution, drowning, choking or trauma, or it can have no known cause.
- When cardiac arrest occurs, the victim collapses and loses consciousness, stops normal breathing and loses blood pressure.
- Brain death starts to occur in just four to six minutes after someone experiences sudden cardiac arrest.
- If defibrillation can be performed within the first 1-3 minutes, there is a 70-80 percent chance of survival.
- The use of effective bystander CPR nearly doubles a victim's chance for surviving sudden cardiac arrest.
- CPR is not a substitute for defibrillation. CPR helps maintain vital blood flow to the heart and brain until defibrillation can be administered.
- More than 60% of out-of-hospital cardiac arrests have shockable rhythm that can be treated with an
- Chicago's O'Hare Airport has 49 AEDs. In the first 10 months of the AEDs being present, they were used 14 times and saved nine lives. Source: AHA
- AEDs are relatively simple to use and, being fully automated with voice commands, nearly eliminate user error. AEDs detect abnormal heart rhythms in the victim, and will administer a shock only if necessary.

Appendix G: Fire Drill Procedures



Fire Drill Procedure

SIGNAL: DRILL ANNOUNCED BY PHONE PAGE AND RADIO SYSTEM (IN REAL EMERGENCY FIRE ALARM WILL RING)

PROCEDURE DURING CLASS TIME

1. Students exit classroom and WALK in orderly lines.
2. Students evacuate the building by designated routes to the evacuation area. (see map).
3. NO TALKING IS PERMITTED!!
4. Teachers:
 - a. Take your emergency backpack, walkie talkie, and attendance lists with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. DO NOT LOCK DOORS. (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child and holds up the green (all here) or red (all not here) sign.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
7. Students remain in orderly and silent lines until the administrator gives the all-clear signal verbally.

PROCEDURE USED BEFORE SCHOOL, DURING LUNCH AND RECESS

1. Students WALK to the assigned place where they meet their teacher before school.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

PROCEDURE DURING P.E.

1. Teacher, or supervising adult, stops play, organizes class into silent and orderly lines and conducts class to assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
 2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.
- **ALL SCHOOL PERSONNEL, CERTIFICATED, AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS**
 - Parents, guests, and community people on the grounds during a drill must participate. Adults are reminded that no talking is allowed. Please be good role models for the children.

Appendix H: Offsite Meeting Locations

In case of an evacuation situation, potential off-site meeting locations have been designated. We will notify families of our off-site location via email and FlashAlert (as long as we have internet access) and we will post our off-site location on the school building itself/at the site of the Sunstone; 13515A-13519 SE Rusk Rd.

Potential off-site meeting locations:

1. **Sara Hite Rose Garden**
2. **North Clackamas Parks & Recreation Milwaukie Community Center**

Our Commitment to Diversity:

Sunstone Montessori School welcomes students and staff of any race, color, nationality, ethnicity, religion, sexual orientation and family constellation to all programs and activities at the school. The school does not discriminate in its educational, hiring, admission, or school-administered policies. It is our goal that the school reflects the rich diversity of our community, including varied cultures, economic status, and individual or special education needs.