

SUNSTONE MONTESSORI SCHOOL WOODSTOCK

EMERGENCY INFORMATION:

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FlashAlert.net/id/sunstone

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TABLE OF CONTENTS

PURPOSE AND OBJECTIVE	2	EMERGENCY MEDICAL SITUATION	9
PREPAREDNESS	2	ARMED/THREATENING INTRUDER	9
<i>Annual Checklist</i>	2	CHEMICAL ACCIDENT	10
<i>Emergency Policies and Procedures</i>	3	EXPLOSION	11
<i>First Aid</i>	4	SEVERE WINDSTORM	11
<i>Evacuation</i>	4	BOMB THREAT	11
RESPONSE	12	FLOOD OR TSUNAMI	11
<i>DEFINITION OF EMERGENCY ACTIONS</i>	6	CIVIL DISTURBANCE OR RIOT	12
<i>SPECIFIC EMERGENCY PROCEDURES</i>	8	Appendix A: Fire Escape Map	14
FIRE	8	Appendix B: Emergency Supplies and Equipment	15
EARTHQUAKE	8	Appendix C: Outdoor Assembly Map	17
		Appendix D: BEECN Information	18
		Appendix E: FlashAlert Information	19
		Appendix F: AED Information	20
		Appendix G: Fire Drill Procedures	21
		Appendix H: Maps of Offsite Meeting Locations	22

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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 Administrator 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 storage container are located behind the Green House at 5221 SE Knight Street, in the gravel parking lot adjacent to the playground. The container is insulated and vented, and stores supplies in bulk for 200 persons for three days. Equipment includes emergency generator, small refrigerator, small hand tools, radios, blankets, tents, and first aid gear.
 - iii. Container has combination lock. Code is 3847.
 - iv. 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.
 - v. Backpacks in administrative spaces (the main office and the Green House) contain current Emergency Information and Authorization forms for each child with emergency medications, and a first aid kit. These forms will be used to check out children to their parent or emergency contact. 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, Lock Down/Lock Out, and re-entry 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. Program Director
2. Communications Manager
3. 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 onsite in the event of an emergency. The paging/intercom feature on office and classroom phones will be used as well. Cell phones may also be used to the extent possible.

- Parent Notification

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

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 Admin 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 students' emergency contact information 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:

- Lupine
Exit through classroom exterior door, go through 54th gate to designated waiting area on Knight Street.
- Camassia
Exit through classroom exterior door, go through 54th gate to designated waiting area on Knight Street.
- Trillium
Exit through classroom exterior door, go through 54th gate to designated waiting area on Knight Street.
- Huckleberry
Exit through classroom exterior door, go through courtyard to designated blacktop waiting area.
- Honeybee
Exit through classroom interior door, go through the courtyard to the designated blacktop waiting area.
- Hummingbird
Exit through classroom interior door, go through the west exit doors to the designated blacktop waiting area.
- Butterfly
Exit through classroom interior door, go through the west exit doors to the designated blacktop waiting area.
- Kitchen
Exit through interior door, go through the west exit doors to the designated blacktop waiting area.
- 5221 SE Knight St

Exit through front exterior door, cross Knight St. to the designated blacktop waiting area.

Administrative Team takes the following actions:

- **Operations Manager**
Grabs attendance clipboard and walkie-talkie and then proceeds upstairs to sweep gym entry hallway, gym foyer, meeting room, and gym bathrooms. Proceeds through courtyard to blacktop waiting area to confirm attendance and call ALL CLEAR.
 - **Admissions Manager**
Does visual sweep of administrative areas in basement, go upstairs to sweep west hallway rooms (Hummingbird, Butterfly, West Bathroom, kitchen and rooms off kitchen and hallway). Proceeds through west doors to blacktop.
 - **Campus Manager**
Takes emergency backpack, which contains first aid kit and student emergency contact information, to evacuation location on blacktop. Goes to help Toddler program on blacktop.
 - **Head of School**
Sweeps east hallway rooms (Honeybee, East Bathroom, Student Support Specialist office), and classrooms off courtyard (Lupine, Huckleberry, Camassia, and Trillium).
 - **Communications Manager**
Goes upstairs and sweeps gym/stage, laundry room, and kitchen. Proceeds through west doors to blacktop.
 - **Business Manager**
Does visual sweep of administrative office, basement bathrooms, and workroom. Proceeds up exterior stairs to blacktop.
 - **Program Director**
Steps in to cover for any absent administrative team member(s).
5. 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 Portland Police, Portland 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 Portland and Multnomah 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

- 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.
- 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.
- 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 inside the building, in the parking lot or playground, or in a church facility. Please see detailed description of procedure on page 9.

 - 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 vicinity of the school or somewhere in the neighborhood. The threat is not imminent but needs to be monitored. Please see detailed description of procedure on page 10.

 - 1. If a threatening person is outside of the building, students and staff stand by 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.
 - 3. Work can continue in the classroom and children may be escorted to the restroom if the threat remains distant, unless or until the Administrator announces a **LOCK DOWN** drill.
- 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 will signal a fire emergency. Each classroom has an emergency whistle that may also be used as a signal.

SPECIFIC EMERGENCY PROCEDURES

FIRE

Fire in the 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/EXIT. If possible, administrative staff may attempt to extinguish fire. Depending on location and severity of the fire, administrative staff may announce a RELOCATION.
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 corner of 52nd Ave. and Knight St. and/or corner of 52nd Ave and Woodstock Blvd, and to open/unlock any gates necessary.

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 Admin 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 Admin 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

In the case of a threatening intruder on the school campus and/or church property, including but not limited to parking lot and playground:

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.

- i. Children’s House Guides and/or Assistants will check the closest bathroom for students and bring them into the Children’s House classroom
 - ii. Any staff in the kitchen will check the gym for students. Students in the gym will be brought into the kitchen and move to a safe area of the kitchen.
4. If there are children and staff on the playground, they should shelter in the Green House until given further directions by an Administrator.
5. Administrator notifies Police (911) and confirms all doors are closed and locked.
6. Administrator will send an e-mail via Sunstone Montessori School e-mail with subject line “Please reply all”
7. 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.
8. Administrator will announce ALL CLEAR when it is safe to do so.

In the case of a threatening intruder outside school building and in general vicinity of campus:

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 stay inside the classroom. Guide or assistant will lock the classroom door(s) from the outside, if necessary, 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.
 - i. Children’s House Guides and/or Assistants will check the closest bathroom for students and bring them into their (adult’s) Children’s House classroom.
 - ii. Any staff in the kitchen will check the gym for students. Students in the gym will be brought into the kitchen.
3. Administrator notifies Police (911) and confirms all doors are closed and locked.
4. 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.
5. Administrator will announce ALL CLEAR when it is safe to do so.
6. Students and staff should not leave the school until officials declare the area safe.

If students are not in a classroom (in parking lot or playground) 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

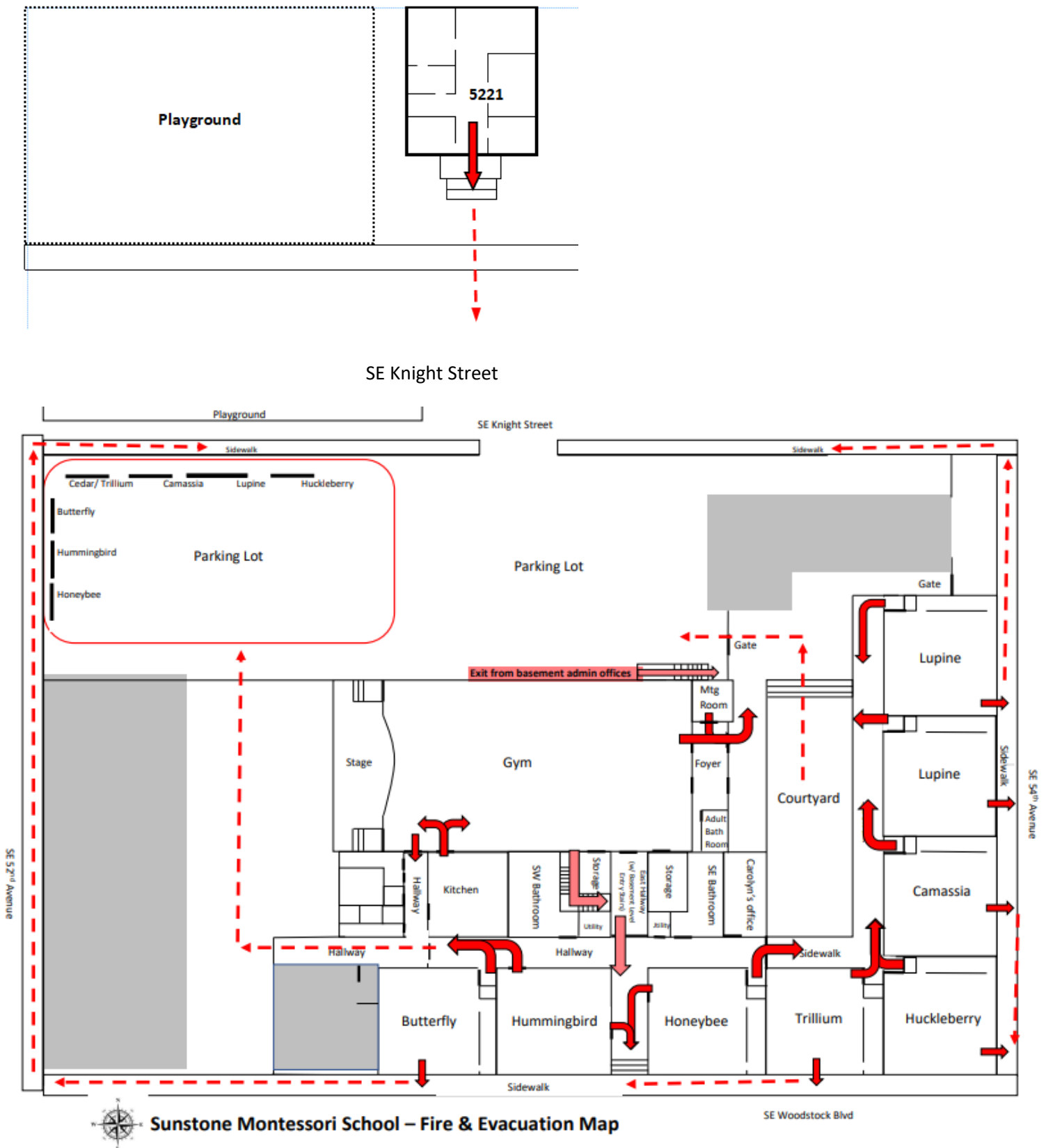
Exit, Relocation, Earthquake, and Lock Out/Lock Down drills are held throughout the school year to ensure a well-rehearsed response to an emergency. All drills are initiated by an Administrator communicating directly to classrooms through two-way radio and phone intercom. Guides and classroom staff can 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 and/or along Knight St. 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 across Knight St. to the parking lot behind the Green House through the gate on the east side of the house. 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

Sunstone emergency supply cache

Water Goal: .5 gallon pp/day x 3 days (ex: 200 people=300 gal.)

55 Gallon Drum 6=330 gallons
Bung Wrench
5 year Water preserver
Pump
Other water supplies
5 gallon water jugs
2.5 Gallon emergency water bags
Vessels to drink out of (300 plastic cups)
Water Purification Tablets-Potable Aqua 50 tabs per, EPA approved
Datrex emergency drinking water pouches. 64 pouches per case. 125 ml each.
Tools/SAR
Leather Palmed Gloves
Safety Goggles Vented
N95 dust masks (20 per box)--cone shaped
N95 Dust Mask "flat fold" for kids (20/box) Amazon
Hard hats
Reflective Safety Vest, Mesh
50 watt megaphone w siren
Caution tape 300' roll
Prybars stanley 36"
Shovels
Folding Hand Shovel
Pliers Slip Joint
Groove Joint Pliers
Pliers-Cutter
Pogo Prybar 15"
1# claw hammer, wood handle
Knife, folding 3 7/8" blade
Large Chalk for Marking
Handsaw
Bolt Cutter
3 lb Hammer
Hatchet
Screwdriver Flat 8"

Screwdriver Phillips
2-pack Whistles w lanyard 105db
Flashlights
Extra D Batteries- Alkaline
Duct tape
50' CA truckers rope
Parachute cord 100' 550
Tarps 8 x 10
Evacu-Aid Foldable Stretcher
Yellow Emergency Blanket (use w stretchers/injured p's)
NOAA Hand Cranked Radio
Heavy Duty Plastic Sheeting 4 mil (10' x 100')
Staple Gun
Extra Staples
Infectious waste bags-roll of 50
First-Aid Kit Large (50 person)
Emergency blankets 250/case--BRW
Ponchos
Body warmers 240/case
Pink Bracelets (200)
12 hour snap light stick 500/case
Emergency Food Rations 3600 calories (Datrex) 20 per case
5 gallon Buckets
Hand sanitizer 1 liter pump bottles (Amazon)
TP
Carbon material
Non-latex gloves 50 pair
Toilet seats-Lugable Loo

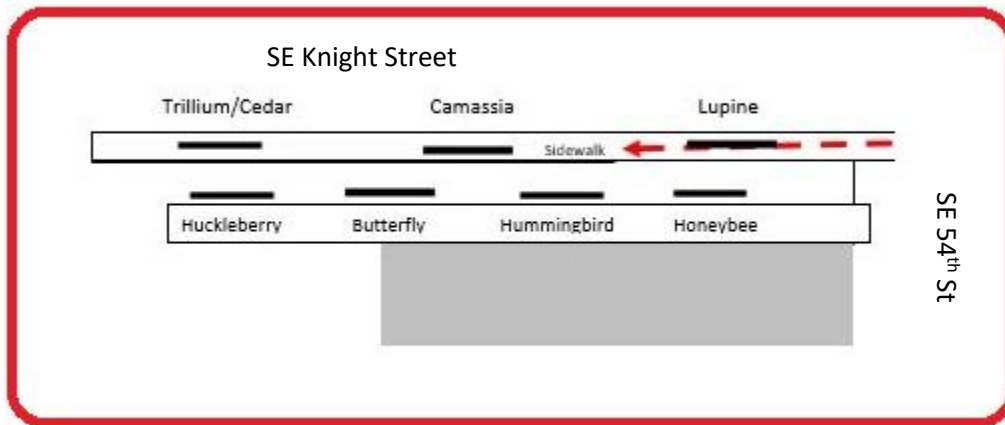
First-Aid

Supplies for students

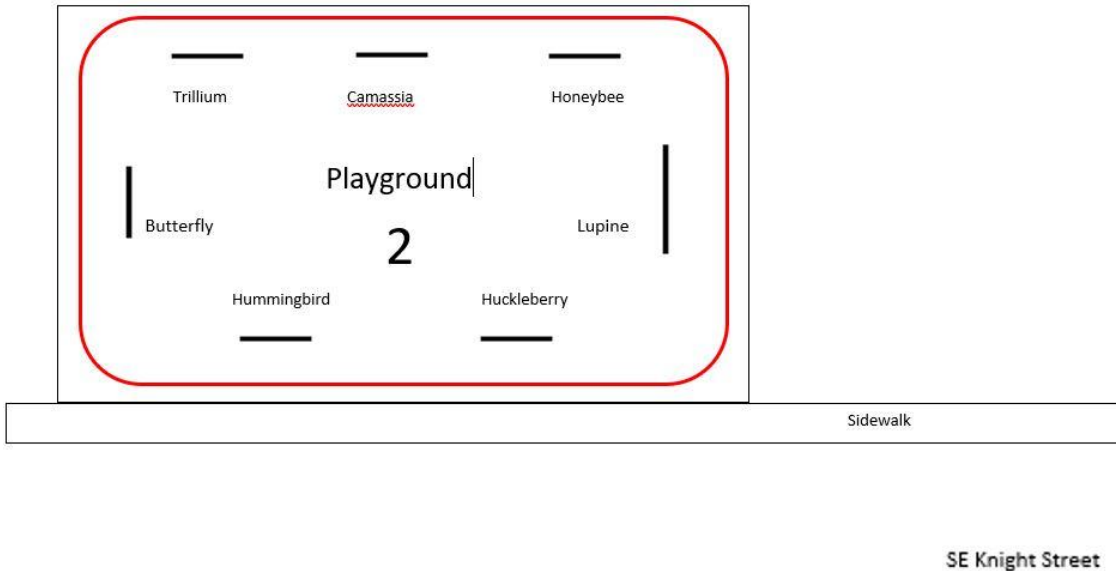
Sanitation: Twin Bucket Toilet System (formula it takes 4 people 3 days to fill poo bucket, $200/4= 50$ buckets, but we have so many kids, don't need as many buckets. Pee buckets, it seems like 10 is fine, can be emptied)

Appendix C: Outdoor Assembly Map

ASSEMBLY AREA 1 – Parking Lot



ASSEMBLY AREA 2 - Playground



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. **Parking Lot – behind parish office building and on SE Knight St.**
All Classrooms
Administration
2. **Playground -** Potential whole school gathering area should we need to move away from the main building.
All Classrooms
Administration
3. **Woodstock Park**
Potential whole school gathering area should we need to leave the campus.

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

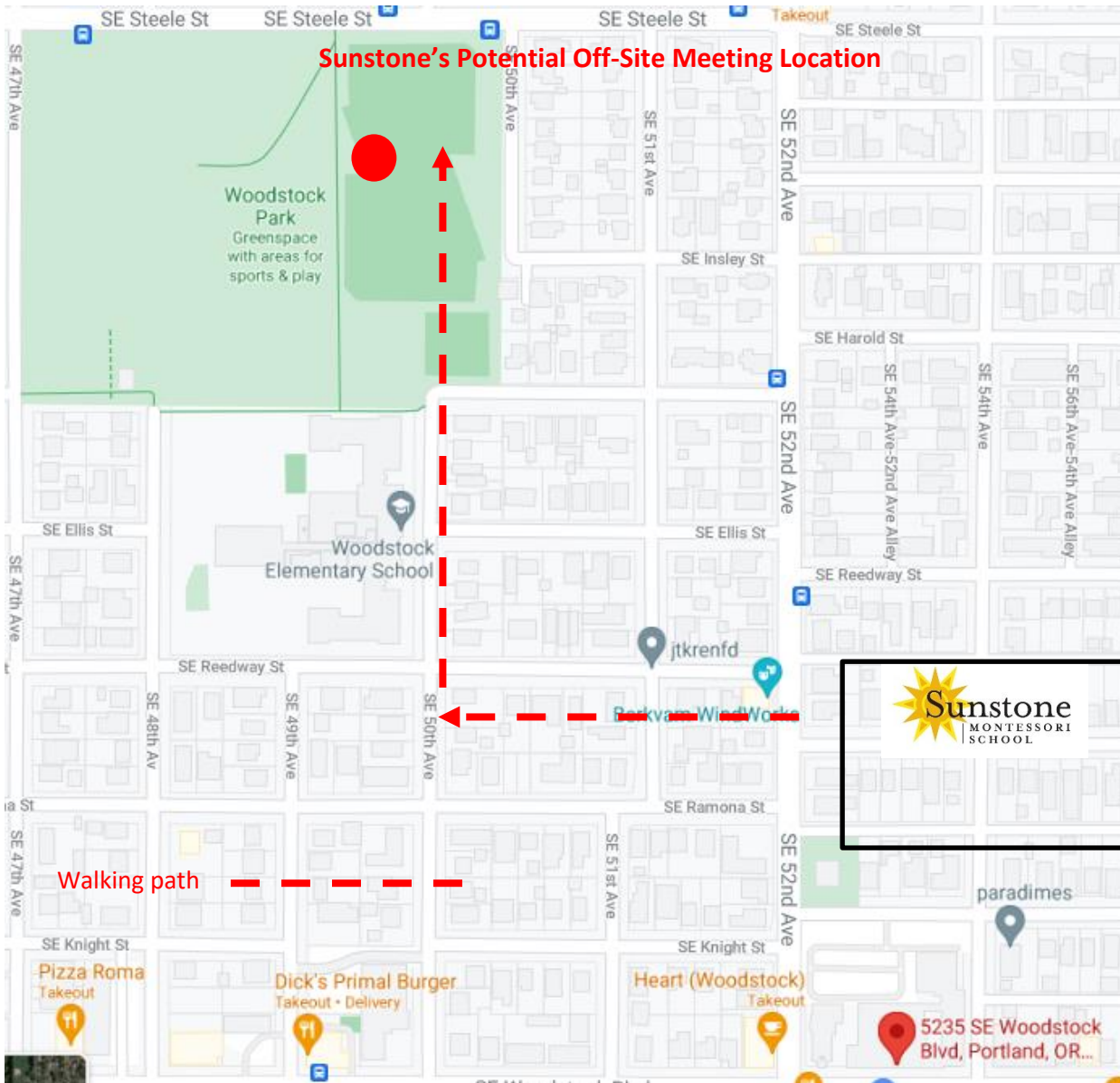
1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
 2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.
- **ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO 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: Maps of 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; 5235 SE Woodstock Blvd.

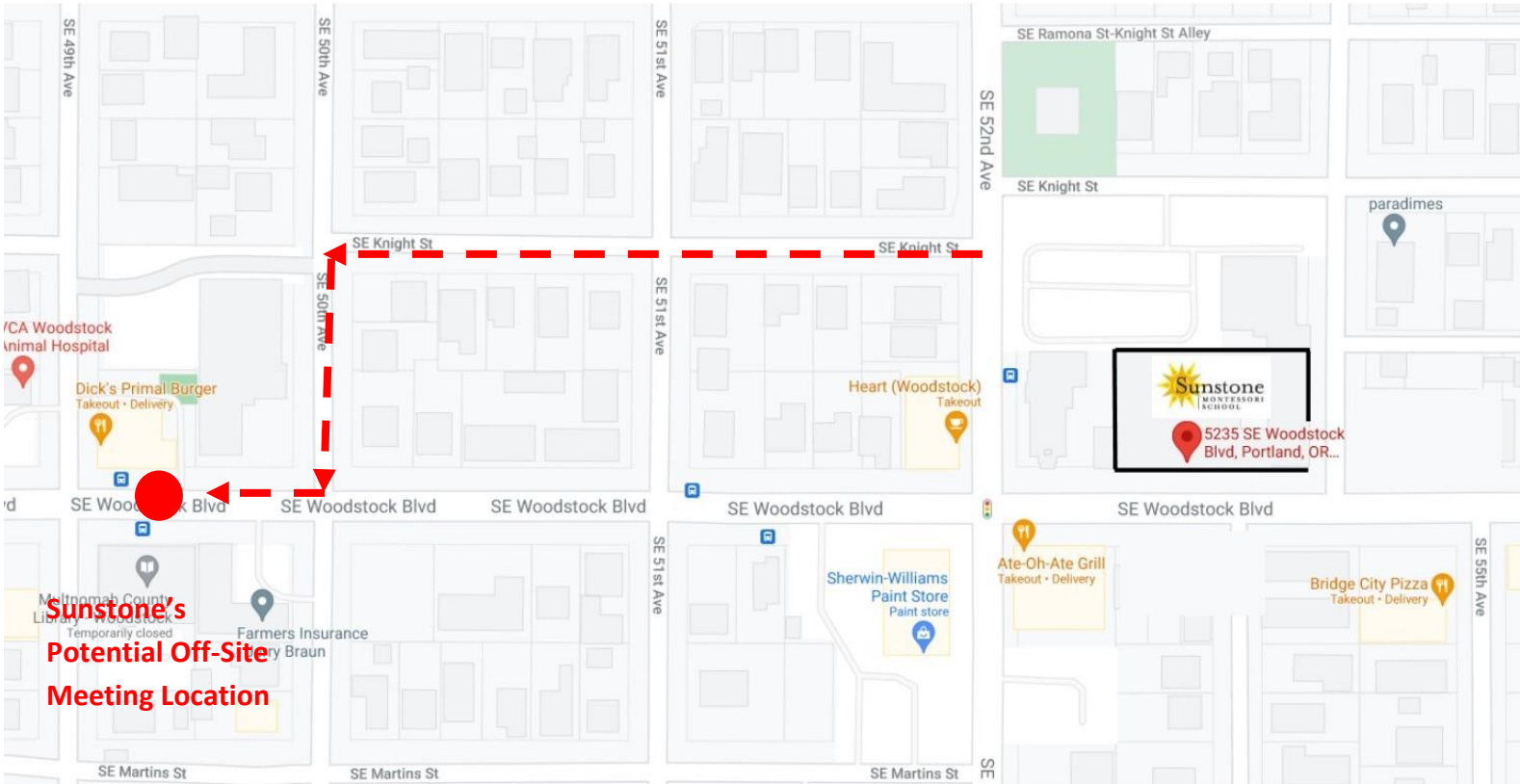
#1 WOODSTOCK PARK: Southeast Corner

Southeast Corner



#2 MULTNOMAH COUNTY LIBRARY WOODSTOCK:

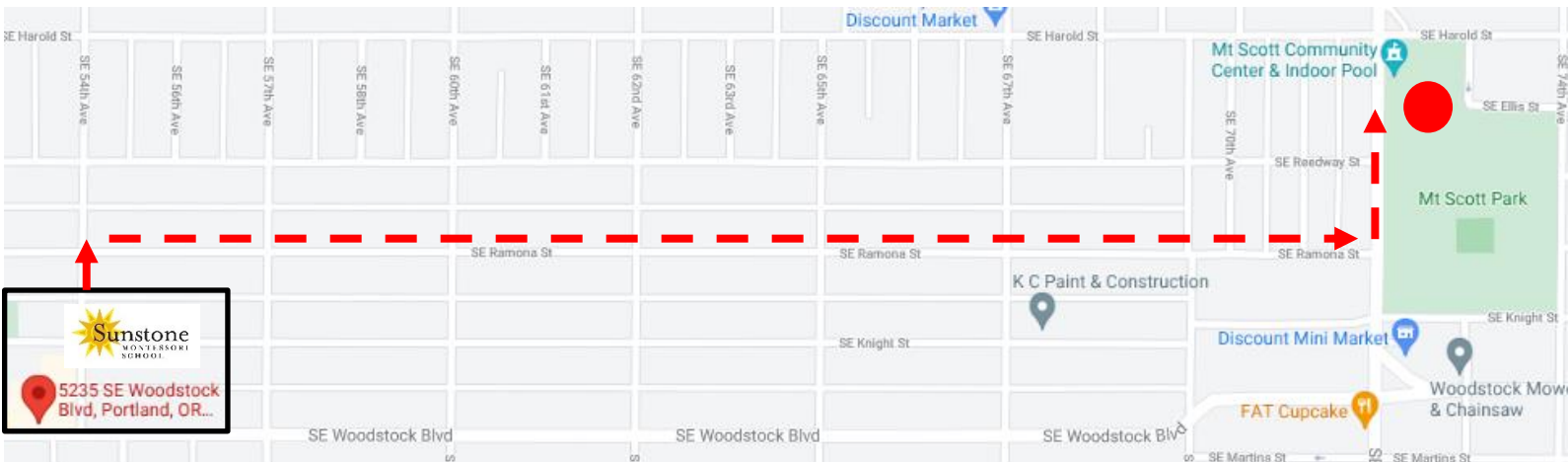
6008 SE 49th Ave, Portland, OR 97206



Walking path 

#3 MT SCOTT COMMUNITY CENTER & PARK:

5530 SE 72nd AVE, PORTLAND, OR 97206



See the Map: [https://sunstonemontessori.org/emergency-off-site-location-](https://sunstonemontessori.org/emergency-off-site-location-map/)

Walking path  [map/](https://sunstonemontessori.org/emergency-off-site-location-map/)

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.