

THE MONTESSORI ACADEMY OF ARLINGTON

Preparing children for life, not just the next test.



EMERGENCY ACTION PLAN

Facility Name	The Montessori Academy
Facility Address	3428 W. Arkansas Lane Arlington, TX 76107
Facility Phone	817-274-1548
Facility Main Contact	Pamela Dunbar, Head of School
Emergency Kit Location(s)	Every classroom & behind the front desk
Number of Children	180 (this is an average)

Emergency Contacts

	Contact Name	Phone	Email/Website
Fire/Rescue (911)	DWG	817-275-1234	http://www.cityofdwg.net
Police (911)	DWG	817-275-1234	http://www.cityofdwg.net
Hospital	Cook Children's Medical Center	817-885-4000	https://www.cookchildrens.org
Poison Control	American Association of Poison Control Centers	1-800-222-1222	http://www.aapcc.org
Electric Company	AmeriPower	877-960-5050	http://www.ameripower.com
Water Company	City of DWG	817-274-7368	http://www.cityofdwg.net

This action plan was developed using the guidelines recommended by the AAP (American Academy of Pediatrics), FEMA (Federal Emergency Medical Agency), and DFPS (Texas Department of Family Protective Services). This action plan will be reviewed annually for updates and revisions.

This action plan will address the following emergencies:

TYPE	WHEN	WHERE
Evacuation	Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire)	Designated location outside of the operation
Relocation	Imminent situation rendering inside and outside of building unsafe (example: flooding)	Designated location away from the operation
Sheltering	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado)	Designated location within the operation
Lock-Down	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area)	Designated location within the operation

Evacuation/Relocation

In case of the need to evacuate our site or relocate to another location, the following procedure will be followed:

Evacuation routes/exits	Emergency evacuation and relocation diagrams are posted near the entrance and exits of each classroom and are easily viewed by children and staff.
Evacuating Infants	Non-walking infants will be evacuated using two specially designed wagons that are located in the hallway outside of the infant classroom.
Notification	Once all children are safely evacuated: <ul style="list-style-type: none"> • 911 will be called. • Parents will be notified.
Emergency Kits/Information	<ul style="list-style-type: none"> • Emergency kits will be taken. • "Go boxes" will be taken if we are relocating to another site. • Each emergency kit also has a folder with each child's emergency contact information.
Relocation Sites	<ul style="list-style-type: none"> • Dalworthington Gardens Fire Department 2600 Roosevelt Dr. Arlington, TX 76016 #817-275-1234 • Brandy Austin Law Firm 2404 Roosevelt Dr, Arlington, TX 76016 #817 841-9906
Transportation to Evacuation Locations	<ul style="list-style-type: none"> • Children will walk, be carried by a staff member, or be pushed in the stroller to the evacuation site.

Sheltering

In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location	Sheltering diagrams are posted near the entrance and exits of each classroom and are easily viewed by children and staff.
Emergency Supplies	<ul style="list-style-type: none">• Emergency kits will be taken.• "Go boxes" will be taken.• Each emergency kit also has a folder with each child's emergency contact information.
Notification	<ul style="list-style-type: none">• Parents/guardians will be notified once the immediate threat has passed.

Lockdown

In case of the need to stay out of site due to a dangerous person on the premises or in the area, the following procedures will be followed:

Procedures	<ul style="list-style-type: none">• Lock classroom doors and lower curtains.• Move away from sight and maintain silence.• Wait for First Responders to open door.• Take roll, and account for each child.
Notification	Once classrooms have been locked down: <ul style="list-style-type: none">• 911 will be called.• Parents/guardians will be notified.

Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or emergency contacts) as soon as it is safe.

Notification	<ul style="list-style-type: none">• Parents/guardians are provided:<ul style="list-style-type: none">○ Information on each evacuation site• Parent/guardian contact numbers are:<ul style="list-style-type: none">○ Kept in emergency kits○ If cellular service is working, our Parent Alert system will contact parents by text, phone and/or email.
Release	<ul style="list-style-type: none">• Children will only be released to contacts listed in the child's record with proper identification

EVACUATION SITES

SHELTERING SITES



ELEMENTARY 1 ELEMENTARY 2 ELEMENTARY 3
ELEMENTARY 4 ELEMENTARY 5 LIBRARY

