

Bellevue Montessori School Park Campus

Fire Emergency Operations Plan

I. Responsibilities

A. Bellevue Montessori School, Park Building

Park Campus
10909 NE 24th Street
Bellevue, WA 98004

425 454-7430

Nearest cross street: 110th Ave NE and 24th St.

To report a fire emergency contact 911

- 1.) Fire Safety Director: Laurel LeValle.
- 2.) Alternate Safety Director: Kathryn Cox.
- 3.) Impairment Coordinate: Assistant School Director.
- 4.) Facility Engineer: Nathan Cox.
- 5.) Additional Staff: All teachers present.

B. Keeping this Plan current

- 1.) This **Fire** Emergency Operations Plan will be reviewed annually by the administrators for necessary changes and improvements.
- 2.) Training will be required by the Director annually on the October in-service day.

C. Training

- 1.) Topics: training will cover any changes to the plan and a review of the contents of the plan including evacuation plans.
- 2.) Training will be required by the Director annually on the October in-service day and after each fire drill as necessary.
- 3.) The Office Manager will keep records of each training session including time and date of training and all attendees.

II. Fire Reporting

A. Automatic fire reporting systems.

- 1.) There are pull stations in the entry way on the main floor, each of 3 classrooms, the upstairs library and at the foot of the stairs connecting the two floors. There is emergency lighting throughout the school. On each floor there is a fire extinguisher. There is a loud and flashing alarm located in the entry way. All signals go to the fire panel, which is connected to Fire Protection, Inc. (FPI) by radio. FPI will analyze panel data and will contact the Fire Department when necessary.
- 2.) The fire panel is located just inside the front door, highly visible from outside the door. In addition, there is a Knox box near the front door.
- 3.) Fire Protection, Inc ("FPI") monitors the fire protection equipment. It will determine the status of the alarm and notify 911 or the Bellevue Fire Department.

B. Procedures for notifying 911

- 1.) All staff members are directed to call 911 if they smell smoke or see flames. Then they are required to notify the Fire Safety Director or Alternate Fire Safety Director.
- 2.) When calling 911, please provide the following information:
 - a. The nature of the emergency;
 - b. The building address and nearest cross streets, which information is provided at the beginning of this Fire Emergency Operations Plan.
 - c. Any specific information known, such as the building name and floor and the device activated if applicable.

C. Procedures for False Alarm

- 1.) If the report was to 911 directly by a staff member, the Fire Safety Director will call 911 to report a false alarm.
- 2.) If the call to 911 was made by FPI, the Fire Safety Director will communicate with FPI and follow their directions.

III. Evacuation

A. Assignments

- 1.) Head Teachers as floor wardens of their classrooms will be responsible for evacuation of their classrooms. Administration is responsible for evacuation of any visitors.

- 2.) Fire Safety Director (or alternate) will coordinate with the Fire department on all matters. He or she will communicate with all head teachers if the evacuation plans need to be altered.
- 3.) The Impairment Coordinator will communicate with all head teachers about any injuries or difficulty in evacuation
- 4.) The Head Teachers will assist any children or any other teacher in the classroom should he or she requires help in evacuation. This duty may be delegated to another staff member in the classroom at the time. In the alternative, the Head teacher may contact the Impairment Coordinator for assistance.

B. Evacuation of Young Children

- 1.) Head Teachers will follow fire emergency or fire drill procedures as follows:
 - a. When one of the teachers in each classroom, specialist class or supervising the playground hears the fire alarm, she or he will tell the children that this is a fire drill and direct the children to walk silently to a line at the nearest outside exit. The teacher will make a visual sweep of the room including the bathroom or playground, and take the grab and go bag.
 - b. One teacher leads the line and the second teacher (or an administrator) follows the line. Evacuation is as specified above.
 - d. If an area is damaged, the Impairment Coordinator will take pictures of damaged areas when it is safe to do so.
 - e. If anyone is injured, the Fire Department will call an aid car or Medic 1 to help with the injury. If necessary, a staff member will call 911.

IV. Fire Control Procedures

A. Procedures to be followed during a fire emergency

- 1.) Any staff member who can smell smoke or see flames in advance of the sounding of the fire alarm must immediately call 911 and contact Fire Safety Director about the location of the smoke or fire.
- 2.) If it is safe to do so, the Facilities Engineer will shut off electricity to the building. The building will be left unlocked.

V. Post Fire Procedures

- A. If it is a drill, the Fire Safety Director (or alternate) will communicate that the classes may return to their classrooms and discuss the drill.

- B. If it is not a drill, teachers may be asked to take the children to an alternate place. If instructed by the Fire Safety Director or a fire fighter, the teachers will follow the Release of Children Procedures in Section XIII of the Emergency Response Plan.
- C. An administrator will put a recorded notification on the school's phone system and send a broadcast e-mail to all parents in case of fire emergency.

VI. Confidence Testing

- A. All fire safety systems will be inspected and tested annually by FPI.
- B. The Fire Safety Director will insure that the fire extinguishers are inspected by staff monthly.

VII. High Value/Hazardous Areas List

- A. All of the educational materials in classrooms and in the lower floor storage area are high value and water susceptible materials.
- B. Bellevue Montessori School does not store combustible or hazardous materials.

VIII. Shut Off Valve List

- A. The water shutoff for the Park Building is located in front of the building, adjacent to NE 24th Street.
- B. Electricity to the Park Building can be shut off in the Electrical Room which is on the Lower floor.

IX. Floor Plans and Site Plans

- A. Inserted at the end of this Plan are floor plans for both floors of the Park Building. A copy of the floor plans is in the Police Pack as well.
- B. Also provided is a description of the exterior assembly area for occupants. The nearest fire hydrant is located on NE 24th Street between 112th Avenue NE and the School's NE 24th St. driveway.
- C. Fire Department vehicles can access the school from the front parking and driveway area.
- D. A Knox Box is installed on a pillar by the front door. to provide a key to each door on campus.