



Emergency Procedures

Parent Information Lockdown/Evacuation on Campus

Amelia Island Montessori School's Preparation

- AIMS's **emergency plan has been reviewed** by our Local Sheriff's Department and Fire Department. They have visited campus and confirmed the strength of this plan.
- A full **copy of the emergency plan** is on file with the Nassau County Emergency Management Office (96135 Nassau Place, Suite 1, Yulee.)
- **AIMS Staff is thoroughly trained** on this plan and has practiced the drills in order to manage students in critical situations.
- **We will practice these drills with children so they are aware of expectations** should the need arise.

Expectations of Parents:

- **Parent adherence to these procedures is crucial to the implementation of this plan.** – Your cooperation will be greatly appreciated and contribute to smooth operations for everyone.
- It is the **parent's responsibility to complete the emergency card** with requested information regarding who may pick children up with the appropriate phone number for those listed.
- It is essential **that parents inform teachers AND administration of any change in phone numbers** or contact information so the emergency contact system is effective.

Should a Lockdown be instituted:

- **Staff members will enact the appropriate response** to the situation.
- **Classrooms will be secured** and children will be housed in the safest part of the class / building, away from windows and doors.
- **When appropriate, parents will be notified of the lockdown through the administrative office.**
- Please **do not attempt** to call staff on their personal phones. They will only answer calls from administration and **their lines must be kept clear.** You may hinder the procedures

should you attempt to contact them. They will **not return text messages** to answer questions, as **their attention MUST be on all children in their care.**

- Once the lockdown is lifted, **parents will be allowed to retrieve their children in an orderly fashion and through a designated procedure (see below.)** This will allow administration and staff to **account for all children** upon the close of the event. Since we are housed in three different buildings, **officials will be at each site to assist in dismissal.**

Lockdown Dismissal Procedures

The safety of everyone is imperative ---

Therefore **it is essential ALL parents follow the defined procedures. Children will respond to your calmness.**

- Please **refrain from going to the classroom** until it is evident that the dismissal process is ready to begin. We understand your extreme need to get to your child and provide them the support they may need. *Your patience is imperative.* We will bring your child to the dismissal point in an orderly fashion. You will not be allowed in the classroom to get to your child. While this may sound harsh, it is necessary to keep children calm and assure them they are safe and for the staff to account for EVERY child.
- **Teachers will dismiss directly to parents** (or a designated person listed on the emergency card). Assistants and other staff members are to engage children in word games or songs and retrieve children as the teacher directs. Depending on the situation, personal belongings may be gathered the next day.
- **Your composure and patience is imperative.** Please **follow directions of staff and officials.** We will be prepared, organized and will need parents to work with us to assure every child remains calm while they wait for their parent to arrive.
- **Once you have reconnected with your child,** we request you leave campus so that you may talk with them privately and calmly reassure them all is well.
- You may **watch your email for follow up information** and directions for the next school day.

Should an Emergency Evacuation be instituted:

- **Staff members will take immediate action** based on in-service and preparedness practiced.
- The **sheriff's department will be involved securing the location of the children and staff, along with directing traffic.**
- Children will be escorted to the designated location. **They will be kept safe** and engaged with games and songs.
- **When appropriate, parents will be notified of the evacuation through the emergency contact system.**
- Please **do not attempt** to call staff on their personal phones. They will only answer calls from administration and **their lines must be kept clear to do so.** You may hinder the procedures should you attempt to contact them. They will **not return text messages** to answer questions, as **their attention MUST be on all children in their care.**

Evacuation Dismissal Procedures

- A "Check Out Center" will be established for **parents to retrieve their children in an orderly fashion and through a designated procedure** which will depend on the location. This will allow administration and staff to *account for all children upon the close of the event.* This center will be set up to through which to channel all children. **Officials will be available to assist in dismissal.**
- **Your composure and patience is imperative.** Please **follow directions of staff and officials.** We will be prepared, organized and will need parents to work with us to assure every child remains calm while they wait for their parent to arrive.
- **Once you have reconnected with your child,** we request you leave the off-campus location so that you may talk with them privately and calmly reassure them all is well.
- Please **watch your email for follow up** information and directions for the next school day.