

Emergency Procedures for Frog Song Montessori Preschool

This document describes procedures for responding to an earthquake and preparations Dharma Rain and Frog Song Montessori Preschool have made for such an emergency. The final section (*Emergency Drills*) describes the steps to conducting a Frog Song drill for an earthquake.

Earthquake Response Procedure

During the earthquake

When the earthquake begins, the lead teacher will instruct all present to:

- Get down on the floor and crawl toward center of room.
- Move away from windows and glass doors and other hazards or large items that might tip or fall (items on counter or stove, storage and bookshelves, framed artwork on walls)
- “Duck, cover, and hold on”
 - Get under furniture if present (tables, chairs, desks)
 - Cover your head and neck with your hands or a zabuton or sleeping mat if available.

Immediately after the earthquake stops

When the earthquake stops, the lead teacher will:

- If the building is safe, keep the children in the classroom. If the building appears unsafe, get everyone out and gather in the space between Uji and the Sodo. Prepare children to expect possible aftershocks.
- Conduct a check - *Is anyone hurt? Does anyone need help? Is everyone accounted for?*
- Report status to the Emergency Team Leader who will be located on the engawa and then return to the classroom.
- Apply first aid as needed.
(*Note: If medical help is needed, let the Emergency Team Leader know. The Emergency Team Leader will call or text 911 or send a runner to the nearest *Basic Earthquake Emergency Communication Node* (NE-16 BEECN) located at Roseway Heights field (NE Alameda St and 72nd Ave.)*)
- Follow instructions given by the Emergency Team Leader.

Following the earthquake

After the earthquake is over and a site assessment is complete, the lead teacher or designee will:

- *Provide an update and instructions to parents.* Shin’yu, Claire, or designated other will send a message out to parents by texting or email with status of children and instructions for parents.

Message templates have been drafted for:

- Post-event notification of emergency event to go out after school.
- Notification to pick up child asap.
- Notice in case of a major event.

(*Note:* A letter will be sent to parents at the beginning of each school session describing the emergency planning and procedures that have been put in place. The letter also includes instructions for how to communicate with Frog Song staff and teachers in an emergency, either directly or through out-of-area contacts, and the protocol for reuniting with their child(ren).)

- *Provide update and instructions to out-of-area contacts.* After the Emergency Team Leader receives a check-in report from the lead teacher, the Emergency Team Leader will designate a person to communicate to the out-of-area contacts for Dharma Rain to provide an update including status of children and messages for parents. Out-of-area contacts will convey messages from parents to the Emergency Team Leader or her designee to be passed back to Frog Song staff.

The Lead Teacher and other Frog Song staff will stay with children until they are reunited with their families. Any children who are unable to be quickly reunited with their families will be integrated into the emergency plan for Dharma Rain until families can retrieve them. The Dharma Rain emergency plan includes provisions for food, shelter, and appropriate care for all present on site after the disaster, including children.

Contacting Dharma Rain Zen Center after a Major Disaster Event

If parents need to get in touch, they are asked to contact Shin'yu or one of the Frog Song teachers preferably by text in the following order:

#1 Shin'yu 503-475-9257

#2 Claire, Head Teacher 971-901-2995

#3 Danny, Assistant Teacher 228-229-7773

If parents are unable to get through to any of the above, they should communicate preferably by text with Dharma Rain's out-of-area contacts to get updates and instructions about their children. Any messages they leave with the out-of-area contacts will be conveyed to the Emergency Team Leader who will inform the Frog Song lead teacher.

Out-of-area contacts are:

Joe Mugaku Engum (primary contact) – located in Eastern Oregon (Pacific Time Zone)

Cell phone 541-969-9356

Land line 541-276-0038

Email sammie@wtechlink.us

Tom Bebernes (backup contact) – located in Iowa (Central Time Zone)

Cell phone 641-777-7873

Email tbebernes@outlook.com

The out-of-area contacts will be provided with a list of parents' names and phone numbers each school session to help with communications.

Out-of-area contacts will interact with Dharma Rain staff and parents as follows:

- The Emergency Team Leader will send a message to Mugaku (Joe) and Tom as soon as possible to establish communication and provide a quick status update. Mugaku and Tom will both acknowledge receipt.
- The Emergency Team Leader will send a more detailed Frog Song update as soon as practical along with any other status updates that seem relevant.
- If a parent calls Mugaku or Tom, they will relay it to the Emergency Team Leader or someone designated by the team leader – either immediately, if urgent, or at regular check-in intervals (every 15-20 minutes, or whatever is practical). Options for communication include texting (preferred), email, calling the Emergency Team Leader's cell phone, or calling the office landline (only as last resort).
- Emergency Team Leader contact information is:

Kakumyo Lowe-Charde (503) 341-6675 kakumyo@dharma-rain.org

Dharma Rain Office (landline) 503-239-4846 (may not be regularly monitored for messages during initial response)

The team leader's contact information is provided for use by Frog Song teachers and out of state contacts. Mugaku and Tom should put the above phone numbers into their contacts lists to have ready in case of need.

Note: Communication with the Dharma Rain out-of-area contacts is intended only for Frogsong parents to communicate with Frog Song teachers and for any Dharma Rain staff or residents who happen to be off site during a regional emergency. Everyone else should arrange for their own separate out-of-area contacts.

Note: For communication in an emergency, first try texting (rather than calling). Texting uses less battery power and bandwidth. Also, messages will be queued to go through later if the system is overloaded. If the cell phone network is down, try calling using a land line.

Note: Avoid calling the office phone. The office phone must be kept open for emergency use in the first few hours after a major earthquake and may not be monitored for incoming calls during that time.

Family Reunification Plan

Frog Song staff will attempt to send out a message by text and email to parents as soon as possible after a major event with updates and instructions. Parents should monitor both, as it is possible that Internet and/or cell phone infrastructures may be down.

The message will ask parents or guardians to pick up their child as soon as possible. They will be asked to pre-identify one or more alternates on their registration forms in case they can't come to the school site. Children will only be released to authorized persons. Otherwise, they will be kept at Dharma Rain until a parent/guardian or authorized person can pick up the child.

Our address is:

Frog Song Montessori Preschool
8500 NE Siskiyou St
Portland, OR 97220-5287

Frog Song Emergency Cache

Only supplies needed in the immediate aftermath of the event will need to be cached at the preschool as Frog Song children who are not quickly reunited with their families will be integrated into the Dharma Rain emergency plan. Cached supplies will include:

- First aid supplies
- Snacks and water for short term for kids
- List of students and family contact numbers
- Comfort items for kids

Emergency Drills

Frog Song will hold drills for three types of emergencies (fire, lockdown, earthquake). Drills will be rotated on a once-a-month schedule. Over a four-month period, a fire drill, a lockdown drill, and two earthquake drills will be conducted.

Earthquake Drill

Earthquake drills will be varied between three scenarios:

- Students are in the classroom when earthquake starts. They drop, cover, and hold on in place and then remain in the classroom after the earthquake stops.
- Students are in the classroom and drop, cover, and hold on until the earthquake stops. They then evacuate and gather outside (assumes the building is too badly damaged for them to remain inside).
- Students are outdoors when the earthquake starts and drop, cover, and hold on where they are. They will then gather in the designated gathering place between Uji and the Sodo.

Participants in an earthquake drill include a Drill Facilitator; the Emergency Team Leader; all teachers, children, and visitors present at Frog Song; and the out-of-area contacts.

The out-of-area contacts should be provided with the time of the drill ahead of time so they can participate if available.

1. Drill Facilitator sends text or gives verbal message to all participants indicating that the earthquake has commenced.
2. Participants respond – drop, cover, hold on – take care of self. Children crawl under nearby desks or tables and hold on. Teachers moved away from windows to interior walls if possible, drop to hands and knees and cover head and neck with arms.
3. Drill facilitator sends a text and verbal message indicating that the earthquake has stopped and states whether the building is “safe” or not (this can be varied for subsequent drills).
4. Depending on whether the building is declared “safe” or not, the Lead Teacher either instructs everyone to stay in the building or to go out to the space between Uji and the Sodo.
5. The Emergency Team Leader goes to the Sodo engawa.
6. Lead Teacher takes attendance to account for everyone.
7. Lead Teacher sends a liaison with a report to the Emergency Team Leader at the Sodo engawa.
8. Emergency Team Leader or person designated by the Emergency Team Leader sends a text message to the out-of-area contacts.
9. Out-of-state contacts acknowledge receipt of the message.

(End of drill)

10. Frog Song staff and Emergency Team Leader meet as soon as practical to conduct a debriefing of the drill.