



2011-12 Emergency Preparedness Plan

MMS and its Board of Trustees are committed to maintaining a safe and productive environment for students, employees, and visitors. Faculty and staff members have specific safety responsibilities, and must familiarize themselves and those in their care with the school's Emergency Preparedness Plan.

I. DEFINITION OF AN EMERGENCY

An emergency is an event, threat, or situation that has the potential to cause serious harm to MMS or any one of its constituents. Examples include a serious injury to an individual or individuals, a violent incident involving faculty or students, a bomb threat, a biohazard, an anaphylactic reaction, or even rumors, which have the potential to cause serious harm.

II. CHAIN OF COMMAND

Witnesses to a life-or-death emergency must take immediate safety steps such as administering CPR or phoning Fastcare, a private ambulance service, at 212/247-8833. Contact the Head of School as soon as possible.

A. Head of School will call Associate Head of School, the Business Manager and the Information Coordinator. Depending on the type of emergency, this group will meet briefly to coordinate steps.

B. If necessary, the Associate Head or the Business Manager will travel to the crisis location with a school cell phone.

C. If the Head of School or Associate Head of School are absent, the Business Manager will assume responsibility. If the Business Manager is not available, the Information Coordinator will implement the response plan. Every effort will be made to contact absent parties and have them return to the school.

III. EVACUATION/FIRE DRILL PROCEDURES

All evacuations follow fire drill procedures as posted in each classroom. All parties must **STAY CALM.**

1. Children should immediately evacuate the building in an orderly manner, exiting quickly, carefully and quietly. Talking is not permitted during fire drills.
2. An Elementary teacher will lead each class from the room, down the designated stairwell, and out of the building. If available, a second teacher will follow at the end of the line. Primary classes must have one teacher at the head of the line and one teacher at the rear.

3. The first person to arrive at a closed door should hold it open for the others to pass and then take the last place in line after closing the door.
4. A teacher should take the rear of the line to ensure that all children have left the classroom. It is important to check that no one is in the lavatory.
5. The last person to leave the room should turn off the lights and close the door.
6. Each classroom should designate a teacher with responsibility for the roll book. As soon as the class is assembled outside, teachers should confirm that the entire class is present. If a child is in the administrative office, an adult will take him or her to meet the rest of the class.
7. Specialist teachers should evacuate students safely from the building, then take each student to their class for roll call.
8. If exits are blocked, use alternative routes. **DO NOT USE THE ELEVATOR.**
9. If off-site evacuation is necessary, teachers and staff will lead students to the Volunteers of America office at 340 West 85th Street. If it is necessary to leave this block, everyone will proceed to Riverside Church.

IV. FIRE ROUTES

The site administrators are Lori Joachim (Information Coordinator) and Fred Antonoff (Business Manager). Class lists are held by Alicia Abel (School Receptionist) and Kimberly Dykes (Primary Afternoon Program/Clubhouse) and are also stored at Volunteers of America office.

The standard route is the main staircase from the roof to the first floor. If a bottleneck occurs, alternate routes must be used. Floor captains check bathrooms and close all fire doors.

FIFTH FLOOR: Art Room, Roof Playground, Greenhouse

Floor captain: Ayano Ohmi (Alternate: Marianne Garnier)

Art teachers and any classes having recess or working in the greenhouse will do reciprocal checking between the art room and the roof. The floor captain closes the fire doors and exits down the back stairwell. When safe, lead students to their class groups.

FOURTH FLOOR: Lower Elementary (IA, IB & IC), and Learning Center

Floor captain: Penina Dorfman (Alternate: Jim Tabakin)

Teachers are responsible for checking the bathrooms in the classrooms, then closing all doors. The Learning Center teachers evacuate their rooms. The floor captain checks the hall bathroom and closes the fire door. Classes exit down the back stairwell, out the side door, and then turn right (west) at the school gate and continue walking until all students have cleared the main building. When safe, lead students to their class groups.

THIRD FLOOR: Upper Elementary IIA & IIB and Library

Floor captain: Lorrie Millman (Alternate: Jessica Fogel)

Teachers are responsible for checking bathrooms in the classrooms and the hall, then closing all doors. The floor captain checks hall bathroom and closes the fire door. Classes exit down back stairwell and out the side door. Turn right (west) at the school gate and continue walking until all students have cleared the main building.

SECOND FLOOR: Rooms A, C, D and Spanish/Multi-Purpose Room

Floor captain: Kim Dykes (Alternate: Natisha Ettiene)

Teachers should lead students out of the school, using the main stairwell. The floor captain checks all classroom bathrooms, then closes each classroom door. The floor captain checks the hall bathroom and closes the fire door. Rooms A, C, D, and Spanish/multi-purpose room should exit through the side door near the Admissions office and turn **left (east)** at front gate and continue walking until everyone has cleared of the building.

FIRST FLOOR: Lobby, Gymnasium, Admissions and Head Offices

Floor captain: Heidi Morrison (Alternate: Adam Bluth)

Exit through the main doors into the lobby and out the lobby doors. Elementary students go right (to the west) and Primary students turn left (east) and continue walking until all students clear the main building. The floor captain checks the entire floor including bathrooms, closes the fire doors, and leaves via the lobby.

GROUND FLOOR: Room B, Administrative Offices, Bathroom, Kitchen and Playground

Floor captain: Lila Locksley (Alternate: Diego Medina)

Exit via main stairwell and out side door by Admissions Office. Floor captain checks the entire floor including bathrooms, closes the fire doors, and leaves via the lobby. Turn left (east) at the front gate and continue walking until the main building is cleared.

Sidewalk Supervisors: Alicia Abel, Diego Medina, Chris Canty, Heidi Morrison

V. VARIOUS EMERGENCIES

“Shelter in Place”

In a chemical emergency or weather disaster, one of the basic instructions is to “shelter in place” to avoid exposure or injury. If this order is given, students should come indoors immediately. While gathering students, teachers and staff must wear protection and cover their mouths and noses with a damp cloth or paper towel.

Gather in the gymnasium and wait for instructions.

Turn off all fans, heating and air conditioning systems.

The Head of School will be in contact with local authorities and news sources to determine what further action to take.

“Lockdown Codes”

In the event of an intruder, teachers and staff will be notified via intercom by the receptionist or administrative office to remain in classrooms, to lock doors, and as much as possible, to keep out of sight. After the lock-down is initiated, the police will be called.

VI. COMMUNICATIONS

1. The Head of School will oversee all internal and external communications. This includes deciding when and how information should be shared with students, parents, caregivers, and others.
2. The Head of School, in consultation with the Director of Communications, is the only person authorized to speak for the school. The Head of School must grant any requests for student and teacher interviews. No unauthorized information will be provided over the telephone.
3. Head of School will notify the Board Chair. Together, they will notify other Board members.
4. Head of School or the division heads will communicate with staff and faculty as information is received. Students and faculty should refrain from making any comments to the media – on school grounds or elsewhere – without the approval of the Head of School.

VII. IMPORTANT DOCUMENTS

Copies of as-built drawings showing the infrastructure elements of the MMS building reside at Fire Department Engine 74 on 83rd Street between Columbus and Amsterdam, as well as at the main office of Volunteers of America, 340 West 85th Street. Phone number: 212.873.2600

Riverside Church: Contact: Denise Woods at 212.870.6766
490 Riverside Drive at 120th Street New York, NY 10027

Home and cell phone numbers for key people (staff, consultants, and contractors) are also stored at VOA. A current school directory is also available there.

If traveling out of the building with a class, please take a cell phone with you. If you do not have one, a school cell phone is available from Fred Antonoff. Please sign out your group with Alicia Abel at the front desk and leave the cell phone number where you can be contacted.