



Dear Orinda Parents,

We want to reiterate our safety and emergency planning policies to our families and staff. You can also find this information in our Parent Handbook or find relocation plans posted at campus. If you do not have a parent handbook please feel free to request one from the administrative office. If you have any questions or concerns please feel free to talk to your child's head teacher or the administration.

Earthquake Safety and Disaster Plan

In the event of a severe earthquake, children and teachers **will exit the building and stay on the playground until the building has been assessed for damage.** If we can not go to this location due to unforeseen circumstances we will post the location of the evacuation site. If the phone service is disconnected or school is dismissed early due to a severe earthquake, children will be released only to their parents or emergency contacts. In the event that serious injuries are sustained in an earthquake or other disaster, children will be sent to the closest hospital in the charge of a staff member. In the event of minor injuries, children will be given first-aid and parents will be apprised of all injuries.

Earthquake Cards

Fountainhead has a earthquake policy in case of a large-scale earthquake. As the San Francisco Bay Area is prone to earthquakes, we feel this is an important thing to do to keep your children safe. We will send out a new Earthquake Card at the beginning of each school year to ensure we have updated contact information in the event of a disaster. On this card there is not only space for emergency contacts but also an option to designate another parent to pick your child up in the event of a large-scale emergency. You do not have to elect this option. It is just an opportunity for you to have a trusted parent pick up your child should you be unable to get to campus. If you elect not to have your child go home with anyone, your child's teacher will stay with your child as long as necessary to ensure your child's safety and well-being.

Fountainhead Montessori School

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Emergency Packets

Fountainhead provides emergency supplies to all of its staff and children. These supplies would only be used in case of a large-scale emergency or earthquake.

Fountainhead provides three days worth of food and boxed water. In addition, we will provide blankets, shelter, light sticks, whistles, dust masks, space blankets, wind-up radio, flashlights, body warmers, water purification tablets, and hygiene supplies.

Providing these supplies is yet another step we have taken to ensure the safety and well being of your child(ren). In addition to these supplies, Fountainhead teachers have current CPR and first-aid certification and each classroom is equipped with an emergency first-aid backpack. This is all part of making Fountainhead a safe place for your children.

Disaster Plan

In the event of a fire, exit diagrams are prominently displayed in each classroom. All employees are instructed in the location and use of fire extinguishers. In addition monthly fire drills are held and the appropriate explanations are made to the children. Children are instructed in fire hazards and fire safety to ensure their health and well-being.

In the event of a fire, the fire alarm will be sounded and all students accompanied by staff will exit the building in an orderly manner and remain on the playground where attendance will be taken. The staff will also double-check the building for any remaining children. Children will remain at the designated location with staff members until they are instructed by fire department personnel.

Relocation Plan

In the event a campus must be evacuated, the children and staff will walk to the playground accompanied and supervised by staff members. If we can not go to this location due to unforeseen circumstances we will post the location of the evacuation site. Emergency cards will be taken to this site and children will only be released to parents or persons designated on their emergency card.