



Carson Montessori School

Carson Montessori Crisis Plan 2023-2024

Updated June, 2023; Due July 1, 2023

Carson Montessori is the hands-on, real-world school that teaches among the many life skills that are a key part of its curriculum, practical, immediately applicable coping skills for everyday life.

It is the school where

students are not scared, they are prepared.

Carson Montessori Charter School has a site-specific Crisis Management Plan that is reviewed, revised, updated and approved annually. Carson Montessori's Crisis Plan is a fluid document supported by a Crisis Management Team that meets regularly to discuss potential hazards and propose changes when needed. If a hazard is identified, the Crisis Management Team has the ability to make the change immediately for the safety of the school. Carson Montessori also has a 48-hour Launch in place, so that if an idea or a plan is doable, workable and feasible, it is launched in 48 hours. This was particularly valuable during the last health crisis as well as all of the recent school incidences of violence nationwide. It even facilitated Carson Montessori being able to transform from a real-world, hands-on school, where students had the opportunity to study at actual sites worldwide, to launch as a virtual school in 48 hours.

In addition to ***CMCS' Site-Specific Crisis Response Plan***, Carson Montessori follows the *Carson City School District's Crisis Response Plan* and has done so since 2010.

Carson Montessori has an adjunct reserve of safety experts, who visit our site and make recommendations to enhance our safety, including the Director of Safety for the Carson City School District, firemen, inspectors and first responders from the Carson City Fire Department (one of our Partners in Education), members of Northern Nevada's police forces, the Carson City Sheriff's Office (another Partner in Education), SWAT teams, and local and State EPA officials. All of these experts have made site inspections and continue to offer suggestions. To further bolster our *Crisis Plan* and to specifically address an Armed Intruder situation, Not only did Carson Montessori have the opportunity, in recent years, to have a former member of the Department of Public Safety serve on site, for a full year, as our Safety Coordinator, CMCS has had a complete evaluation by a member of the U.S. Special Forces. **NOTE: The Executive Director has Board approval to update, at anytime needed, Carson Montessori's Crisis and Safety Plan, so that it can meet the immediate needs of a constantly changing world.** This is essential given the safety concerns at school sites across the country.

At Carson Montessori, we strive to be prepared. Our focus is on prevention and preparedness. As part of the “big picture,” we cultivate a relationship with our students and their families and make it a point to know our students inside and out using a variety of methods, including but not limited to WOW Sheets, Annotated Observations, meeting and greeting students each day, the presence of a “smiling” staff, availability of safe zones, building a trust that results in a go-to-person for each student, home visits, and having a highly visible administrator, with 24-7 availability. The staff knows what’s happening in students’ lives inside and outside of school. As a school community, CMCA’s staff shows kindness and support and creates an environment and establishes a relationship with our families where trust and a bond are developed with our families. These elements are even more important as we repair students’ emotional health and the side effects caused by the pandemic. during the pandemic. Contact with students and their families is consistent and constant. If it is determined that a home visit is necessary, a team is dispatched immediately. All of the recent trainings CMCS officials continue to take stress the importance of knowing students inside and out, so that potential situations can be identified way ahead of time. This is particularly crucial with school violence, mental health, suicides and situations like the lingering effects of Covid isolation. Over and over law enforcement and mental health trainers have emphasized the importance of knowing students inside and out as a key intervention strategy along with providing opportunities for each student to feel connected. A recently released Secret Service Study stated, “Most students who committed deadly school attacks over the past decade were badly bullied, had a history of disciplinary trouble and their behavior concerned others, but was either never reported” or a myriad of factors prevented effective interventions from being implemented. At Carson Montessori we work to mitigate situations before they occur.

Another important proactive intervention that is important to school safety is practicing using a wide variety of situations. As a whole school, CMCS routinely practices real-world scenarios and stages authentic simulations so that our students learn to be alert and aware no matter where they are. Every drill CMCS has is a simulation of an actual event, but the drills are done in such a way as to keep students alert rather than plunging them into fight or flight.

Carson Montessori has regular safety meetings and we have signed the Notice of compliance of NRS 392.600/392.656, Crisis Response in Public Schools. As required by Carson Montessori Safety Protocols, 100% of the CMCS staff has received specialized training in Social and Emotional health, suicide prevention, and the See Something, Say Something, Safe Voice Program. 100% of the CMCS staff is both epi-pen and CPR/AED certified. Throughout the school year, with the help of CMCS' Partners in Education, Firehouse Subs, Partnership Carson City, local medical personnel, mental health professionals, law enforcement, national experts, and school crisis survivors, CMCS' students, staff and parents are offered **mini classes** and hands-on training during Carson Montessori's recognized, cutting edge, information series known as "**KNOWLEDGE IS POWER.**"

Note: During the 2023-2024 School Year CMCS will completely reinstitute its Parent University/KNOWLEDGE IS POWER series aiming for at least 5 sessions.

"KNOWLEDGE IS POWER" TOPICS

- *Safety and Emergency Responding,
- *Active Assailant,
- *Families in Crisis
- *Suicide Prevention
- *Bereavement Response
- *The Opioid/Fentanyl/Vaping Crisis
- *Drug Addictions/Substance Abuse
- *Resources and Recovery
- *Internet Security and Cyber Safety
- *Electronic Devices/Social Media rewiring of the Brain/addiction
- *The Reality and Dangers of Virtual Reality
- *Social Media Challenges
- *Latest Trends in Teen Behavior,
- *Spectrum Abilities
- *The advantage of Montessori Methods giving a purpose
- *CMCS & the Lodge Memory Care are pioneering, as a part of an International Cohort, using Montessori Methods with students on the Spectrum and with the treatment of Alzheimer's.

Safety Coordinators/teachers Natascha Haugen, Silver City Fire Chief, EMT/First Responder/teacher; Officer John Lenz, DCSO/ parent; Alicia Brown Special Events Coordinator; Josh Hemovich, Maya Morrison, Syrae Lenz, Student Safety Officers; Carol Dunn, Teaching Assistant/Autism Specialist; Sara Ross, Office Manager/Social Emotional Coordinator, Kathryn Ventrice, Financial Director and Executive Director/Principal Jessica Daniels, in collaboration with the Carson City Sheriff's Office, DPS, CPS and the Ron Wood Center; to only work continually to keep these policies updated, but this group continues to work on assembling a community resource guide, which clearly outlines all of the services outside of the school that are available in the Northern Nevada region as a resource guide for our school families.

Practical Life Curriculum Strands Grades K-6 Inclusive

Practical Life Curriculum Strands are an integral part of the day-to-day classroom lessons at Carson Montessori. These strands are predicated on the fact that Knowledge is Power and that we know our students and their families inside and out. Because CMCS' curriculum is real-world and wrapped, with nothing taught in isolation, it is easy to inter-weave these strands daily.

- *Student Voice is heard
- ***I Respect You, You Respect Me, but most of all You Respect Yourself!**
- *Courtesy and Grace
- *Kindness Matters
- *Empathy and Compassion
- *Honesty and Integrity
- ***Coping Skills**
- *Stand Up, Speak Up, Reach Out and Offer Help
- *Be a Bucket Filler
- *Classroom Philanthropies
- ***See Something, Say Something**
- *Give Back, Pay It Forward
- ***CHOOSE WISELY**, so your choices make the World a better place
- *Peace Rose
- *Buddy Bench, Serenity Corner, Banners of Hope
- *How Can I Help? Give or identify a Purpose
- ***Student Legislative Team** making profound, far reaching changes
- *Using Montessori students & Memory Care Residents in at the Lodge

to restore memory and sense of purpose.

- *Manufacturing prosthetic hands and prosthetic leg shields
- *Hydroponic gardening/supplying Friends in Service Helping
- *Schoolwide K-6 **Student First Responders**/training provided
- ***Student Safety Training:** Includes finding every exit, calling 911, being a First Responder, First Aid, leading others to safety, simulation drills
- *Be Kind and Take Care of YOURSELF.
- *100% Student-led Conferences
- *Home Visits

The most critical feature of all of Carson Montessori's programs is that they are not mired in hundreds of pages of cluttered mandates and protocols. Carson Montessori uses a commonsense, compassionate, empathetic, logical approach to the implementation of interventions for real-world situations and the result is positive, purposeful, productive solutions. Something that is unique to the Carson Montessori site is TIME is allotted for the implementation of those critical skills, protocols and procedures. If it is determined that a student, staff member, or family needs help or is in crisis, Carson Montessori's response is immediate. Carson Montessori is a real-world, community-centered site, where the entire student-body **learns how to respond.**

CMCS' ADMINISTRATOR'S OPERATING CODE

**I don't want to read about,
I don't want to hear about it,
I don't want to talk about it,
I want to **SEE IT IN ACTION** every day!**

**Jessica Barlow Daniels
Executive Director/Principal**

Health Plan

- Proper Hand Washing is taught as a lesson in every class.
- Follow CDC, OSHA, and Governor's Directives
- Safe, effective brand of hand sanitizer in every classroom.
- Portable hand washing stations, along with permanent sinks available
- Thermometer scanners in every classroom for temperature checks

- Students and staff are to stay home if ill.
- Disposable gloves and masks available if needed or requested
- CMCS does not provide daily transportation; bus field trips only.
- CMCS does not have a lunch program, but has a food pantry to help families in need.
- If needed School has a disinfecting sprayer.
- All areas have their own air purifiers.
- **Knowledge is Power** Series will keep students & families informed.
- 100% of the staff has been trained on wipe-down & sanitizing techniques on high use areas.

Schoolwide Safety Plan

Schoolwide Basic Safety Tips All Students Learn:

- All students are trained when they hear the words **CODE RED**, they are to go to immediate silence, freeze, and listen for instructions.
- All students learn upon entering any building or area to immediately locate all exits.
- All students know how to contact 911 and what information to give.
- All students can recognize the sign for choking/can't breathe.
- All students know how to activate an alarm.
- All students know how to activate a cell phone flashlight.
- All Students know how to summon help.
- All students can exit a building in an orderly manner.
- All students learn how to be student medics, to reach out, extend a hand render help.
- All students know how to flee a scene and scatter or how to fight for survival if they cannot escape.
- All students know to look up, look all ways, use a crosswalk when one is provided and not to text when crossing a street safely.
- All students know the SEE SOMETHING, SAY SOMETHING Protocol and the contact information is printed on the back of their Student ID cards.

Fire Alarms and Fire Drills

In the event of a fire, students are trained to exit the building immediately and in silence. They **identify an accessible exit** and proceed to a safe zone. Students practice exiting the building from various locations, so if an exit is blocked or if they are in a testing lab, an alternate exit and safe zone can be quickly identified. All Fire Drills are simulations with real world scenarios such as blocked exits and victims down.

DRILLS include: Active assailant drills, blackout drills, services down drills, student guided/led response drills, all adults removed drills, before school/after school drills, pandemonium drills, coping skills/instant response drills, student in crisis drills, disaster drills, crawling to exit drills, and medical emergency drills with evacuation around unresponsive individuals. All the drills and real-world scenarios are designed to teach the students and the staff the importance of remaining calm. These drills give the participants an opportunity to develop coping skills and assist in their overall preparedness.

Safety Measures:

1. Fire Alarm System, 2263 Mouton Drive and Fire Alarm System 2211 Mouton Drive both directly connected to Carson City Fire Department
2. All exits clearly marked with illuminated signs that have a battery back-up and a posted evacuation diagram.
 - a. Batteries checked quarterly
 - b. Inspected by Fire Department annually
3. Fire Alarm at each exit
4. Fire Extinguishers placed at all exits
 - a. Inspected annually
5. Extra fire extinguishers are strategically placed throughout the sites.
6. Exit plan posted in each area
7. Fire Lock Box installed at front entrances of 2263 and 2211, Unit A.

Fire Procedures:

1. Remain Calm; no screaming, crying or panicking.
2. Activate Alarm
3. Exit Building
 - a. Teachers exit building with grade book and assist in guiding students to a safe zone, but students are trained to be self-sufficient if no adult is present. All students are trained to proceed to a safe zone even if teacher is not visible. If grade books are not accessible, all staff members have access to a phone app to obtain student rosters or will use Registration Index Box as a back-up.
 - b. Office staff exits building with Emergency Kit
 - i. Student Medications
 - ii. First Aid Kit
 - iii. Student and Staff contact info (Registration Index Box)
4. Proceed to a safe area; for additional safety, the safe area is NOT always the same area.
5. Teachers account for students under their supervision and notify Crisis Management Team if anyone is not accounted for.
6. Wait for further instruction
7. Do not re-enter the building until informed that the scene is clear.

Communication:

1. Fire Alarm
2. Cell Phone using **HOT SPOT**
3. Designated Fire Watch at each building and designated substitute when needed (cell phone on hand at all times)
4. Phone (corded landline phone and cordless handheld)
5. Bull Horns; Walkie/talkies; Cell phone network
6. **Messenger** system launched to parents if needed

Snow Days/Delayed Starts/Inclement Weather

Carson Montessori will follow the protocol of the Carson City School District for Snow Days.

1. The Superintendent of the CCSD School District will notify the members of Carson Montessori's Crisis Management Team, including the Executive Director/Principal, Office Manager, Financial Director & Safety Coordinators. The remaining members are notified by the *School Messenger*. District will notify the media, including local TV stations and radio 88fm. CMCS' Office Manager will send a phone Messenger regarding school closure/delay. The message machine has the capability to be activated from off site in case the inclement weather prevents staff from getting to the site. If possible, a member of the Crisis Management Team will make every effort to come into the 2263 Mouton Drive site to man the phones and secure the site.
2. Current weather conditions are monitored including the Weather APP, temperature and particulate count.

Dealing with Disasters: School and City-Wide

Carson Montessori School is constantly working to improve our Crisis and Safety Protocols. We realize the importance of being prepared. The Carson Montessori buildings can be locked down, if necessary, but it is very difficult to lock down individual areas because we are a wide-open Montessori School. In addition to Fire Drills, earthquake drills, real world scenarios, and emergency situations students participate in Active Assailant Drills. Using a **CODE RED** still and silent listening for commands, students and staff can go to lock-down secured from outside to inside in under a minute and a half. Students and staff can follow directions including run & scatter, fight fiercely, or be still & silent. They learn when they need to run, zig-zag, straight line 2X2, arm's length, circle, curved, serpentine, 180 degrees, 360 degrees at Morning Assemblies. The whole school Morning Assemblies are the way CMCS starts each school day. Students also learn bus safety, pedestrian safety, and safety in their

school, community and neighborhood. They learn to “scope out the area and to always be aware of their surroundings. All of these are TAUGHT SKILLS and are inherent with in the Carson Montessori Curriculum.

Disaster Codes:

- A. **CODE RED:** The initial CODE used to get students’ attention immediately and so that they will freeze and go to silence so that instructions can be given. All of the CODES below can be used once we have attention.
- B. **CODE YELLOW:** is a precautionary security measure put in place if an incident has taken place near campus that poses a potential risk to school safety. In the case of a Code Yellow, school perimeter doors will be secured and only authorized personnel will be allowed on campus. A code yellow is used only as a preventative measure and is not designed as a crisis response measure for a major incident that has occurred on site.
- C. **CODE BLUE:** This protocol is to be used by the team at Carson Montessori trained to respond to a Medical Emergency. 100% of the CMCS staff is epi-pen, CPR/AED and Social/Emotional certified and the certification was renewed this year and is not due for renewal until April, 2021, at which time there will be an ALL-STAFF certification again.
- D. **CODE RED IMMEDIATE THREAT:** indicates a threat, or imminent threat, on campus. In the case of a code red, IMMEDIATE THREAT school perimeter doors will be secured and only authorized personnel will be allowed on campus. This protocol is to be used for situations where an actual crisis situation has occurred.
- E. **CODE RUN: A CODE RUN & SCATTER indicates an imminent threat and the need to flee and fight for your life!**

Leadership

During a city-wide disaster including snow days, Carson Montessori falls under the guidelines of the Carson City School District. Designated members, including the Executive Director/Principal, the Office Manager, the Financial Director, and CMCS' Safety Coordinators are members of the Carson City School District's Emergency Team. While there are specific people assigned to specific tasks in emergency situations; it is understood that the safety and security of Carson Montessori is the responsibility of ALL staff and students.

The following is a list in the order of responsibility for both a disaster involving Carson Montessori exclusively and a city-wide response:

- A. Executive Director/Principal
- B. Office Manager, Financial Director, and Safety Coordinators
- C. Front office staff personnel and IT
- D. Designated teachers, Natascha Haugen, Carol Dunn, Officer John Lenz, CC Sheriff's Office, Fire Station 52.
- E. Carson Montessori Governing Board
- F. If necessary, property owners or their designated representatives

IN AN EMERGENCY SITUATION, THE FIRST PERSON TO ARRIVE MUST SECURE THE PREMISES AND FOLLOW THE FRONT OFFICE PROTOCOL LISTED BELOW.

i. Duties

- a. **The Executive Director/Principal has been given authority by the Governing Board (meeting March 10, 2010) to "make decisions as she sees necessary."** The Executive Director/Principal directs the Team; is official spokesperson; "point person" to whom all information is reported; makes major operational decisions; fields all inquiries from media, members and the public; prepares official statements, talking points, and communication strategies and advises and consults with all members;

confers with local fire and rescue teams, utility companies, etc. as appropriate to gather information; working with the Office Manager, Financial Director, and Safety Coordinators provides information to the community via the website and School Messenger, in charge of recovery of premises and physical property. Communicates with staff, works in tandem with the Office Manager, Financial Director, Safety Coordinators and IT to restore all functions, and delegates tasks as appropriate, including assignments to specific functions of the Crisis Management Team.

b. **Office Manager, Financial Director and Safety**

Coordinators: Assist the Executive Director/Principal in all designated duties. The Office Manager acts as “point person” should the Executive Director/Principal not be able. The Office Manager, Financial Director and Safety Coordinators ensure security of non-physical assets, availability of cash for emergency purposes, continuity of payroll and vendor payments. The Office Manager maintains a current list of employees and ensures they receive appropriate information and duties as assigned by Executive Director/Principal; and works with Executive Director/Principal and Financial Director as a liaison with insurers. In conjunction with IT, ensures that all network infrastructure and telecommunications are operational, ensures that all necessary servers are operational and verifies what data needs to be restored if any; ensures that all data is restored, verifies that all student data is correct and notifies network administrator of any data loss so that a restore from backup can occur.

- c. **Front Office/Health Supervisor:** The first person to arrive on site launches emergency message system prepared/issued by the Executive Director/Principal, mans the phone lines, verifies that all areas of emergency management are operational, ensures that adequate first aid materials are on hand at necessary locations and is available to assist where needed.
- d. **Designated Teacher/Event Coordinator** assist as needed.

Emergency Equipment

- A. Alarm System
- B. First aid kit(s) and a 72Hour Emergency Kit
- C. Flashlights, portable battery lanterns, batteries, rescue and escape equipment (as appropriate)
- D. AED machines
- E. Backup communications, corded phone (not cordless/handheld), bull horns, cell phones, walkie talkie radios, etc.

Evacuation:

If safe and accessible, all students and staff meet at Main Site (2263 Mouton Dr)

For emergency shelter 2263 Mouton will evacuate to:

To the West:	To the East:
SpecLine	Western Tool Supply Company
2230 Mouton Dr.	5100 Grumman Dr.
775-882-7717	775-882-0775

For emergency shelter 2211 Mouton will evacuate to:

To the West:	To the East:
Capital Control Systems	United Air Tool

2222 Mouton Dr.	2254 Conestoga Dr.
775-883-3277	775-883-1072

Offsite Evacuation Locations in preferred order:

Should offsite evacuation be necessary, Carson Montessori School will use Carson City School District buses. Carson Montessori actually had a real-world event and had to call for buses from the Carson City School District. The buses were ready to roll in 2 minutes.

A. Carson Middle School

1140 West King Street

775-283-2800

Central Command would be run out of Carson City School District

Central Administration office

1402 W. King Street

775-283-2000

B. Carson City Community Center

851 E. Williams Street

775-887-2290

C. MAC Center Carson Recreation

1860 Russell Way

775-887-2339

Communications: Inbound and Outbound

Carson Montessori uses multiple methods of communication to distribute accurate information in a timely manner.

- A. Initial (inbound) alert: **District-wide**, Superintendent will notify Executive Director/Principal, Office Manager, Financial Director, Safety Coordinators, IT and Designated Front Office person. **School Disaster**, Executive Director/Principal will notify Office Manager,

Financial Director, Safety Coordinators, IT and designated front office person. A hot-spot will immediately be secured and the Executive Director/Principal will identify a person, so that hot-spot can be used as a location where questions and concerns can be directed. This then **keeps the main line free** for subsequent developments and instructions.

- B. Outbound: Executive Director/Principal will identify the person responsible for calling fire, police, rescue, and related services; list the numbers to call including staff personal cell phones.
- i. Phone Messenger to Staff and Board with instructions
 - ii. Phone Messenger to Parents with instructions
 - iii. Phone Messenger to Groups or Clubs that meet at the School
 - iv. Web posting: Facebook, *Google Classroom & Montessori website*
 - v. E-mail: All contacts on Messenger are on email
 - vi. Broadcast media: Taking a proactive approach Carson Montessori notifies *Carson Now*, Channels 2, 4, & 8, Radio 88fm
 - vii. Phone Tree with personal calls for sensitive matter

Rest for Emergency Personnel

The Crisis Management Team must pay attention to the physical and emotional needs of those who are engaged in the emergency. People perform less efficiently after only a few hours without food and beverages, and after 8-10 hours of continuous stressful activity without a break and rest. Availability of refreshments, food, washrooms, and places to rest is very important and should be on the agenda at each meeting of the Team during crisis recovery. A Team member will be assigned to locate these kinds of facilities early in the recovery process. Carson Montessori's first choice of a provider is Firehouse Subs, a Carson Montessori Partner in Education. The Executive Director usually personally pays for this.

Alert, Awake, Aware

Disaster Recovery Plan

1. Technology Back On-Line

The Carson Montessori School's Technology Back-up Disaster Recovery Plan is aligned and consistent with the specifications set forth by our sponsor, the Carson City School District.

- A. Carson Montessori has a BCAP-Business Continuation Assurance Plan for all Fiscal information, as well as extra cloud access through the District. The Financial Director currently backs up INFINITE VISIONS which is the accounting program in use, following this Plan. This is tied to our Sponsor's server. Because the 79th Session of the Nevada State Legislature did not mandate all Charter Schools would use the same software, and because it was the most efficient software to meet CMCS' needs, Carson Montessori uses the Carson City School District's software program through a joint use agreement.
- B. The Carson City School District serves as a back-up paymaster, all of CMCS' payroll data is also backed up by the CCSD's BCAP system.
- C. Carson Montessori School further backs up all data to Carbonite (Cloud) daily by the Financial Director.
- D. As an extra precaution, and for convenience, data is also backed up nightly using a portable Passport Elite, which is removed from the site.
- E. All student data is on Infinite Campus, which is backed up to the Carson City School District's server and the Nevada Department of Education's portal. Carson Montessori also uses a hard-card, black box card file that contains all essential student information.

GOAL: to resume normal business operations in 4 hours.

2. District's Role in Community Recovery

The Carson City School District's Superintendent may designate employees of Carson Montessori, who have the necessary skills, to assist with the community's recovery.

3. Business Recovery Phase

The Crisis Management Team will work together to roll out a plan for school to start back up.

A. Computing facilities and data

- i. Hardware: The Office Manager, the Financial Director and the IT person will secure computer equipment for necessary operations and identify staff laptops and home computer equipment which can be brought on-line immediately, and secure staff consent to do so; if necessary, identify vendor(s) who are willing to provide temporary computers, servers, and networks.
- ii. Software: extra copies will be stored offsite along with a list of all software licenses and vendor contacts.
- iii. Data: Backups are done on a daily basis by the Office Manager/Financial Director on an Elite, as well as stored on the Cloud and with the District. Backups are kept for a minimum of three weeks before cycling on the Elite is permitted. The Office Manager, the Financial Director and the IT person are the primary contacts for backup inquiries.

B. Office space

A temporary headquarters will be designated by the Executive Director/Principal. Since the Carson City School District serves as our partner/sponsor, if a site is needed away from the school's 2263/2211 Mouton Drive locations, as CMCS' sponsor, the Carson City School District's main office may serve as a temporary location also Western Nevada College, as one of our educational partners, can provide space.

- C. Office equipment: copiers, fax service, furniture, desk supplies. These items should be acquired and placed as needed.
- D. Telephone service: This is vital to communications; temporary lines may need to be established at the designated headquarters. These numbers should be publicized as needed. This responsibility lies with the Executive Director/Principal and the Office Manager/Financial Associate; Staff cell phones become emergency backup starting with the **Executive Director's cell #775-750-0139 being the emergency hot line. This number is already available on a 24-7 basis.**
- E. Mail and Package Delivery: US Postal Service, FedEx, UPS, and other delivery services should be notified about how to make deliveries during the emergency and recovery, which will require review in an actual emergency before issuance.

4. Bank Authorizations

The Financial Director/Executive Director will prepare all the documents in order that the account signers, with a minimum of two designated signers can handle the transfer and withdrawal of funds, and the written authorizations. The Financial Director will prepare all of the necessary paperwork and all standard accounting practices will remain in effect.

5. Payroll

Employees should be notified how they will receive payroll ASAP to prevent panic. The Carson City School District Financial Department can serve as a back-up paymaster for Carson Montessori upon the deposit via check of the necessary funds with the Carson City School District.

6. Insurance Vendors

The Executive Director/Financial Director will maintain a copy of up-to-date policy numbers and contacts for the association's property and casualty, life, and health insurance policies.

Implementation

1. Pre-Issuance Reviews and Updates

- A. Policies and Procedures are current and appropriate.
- B. Emergency funding can be secured.
- C. Emergency equipment is in place and functional.
- D. Backups for equipment, software, data, and office facilities have been arranged. Keys and combinations are secure, and available off-site, and locations are known to key persons.
- E. **As part of its standard procedures and day-to-day operations, Carson Montessori has a 48 HOUR LAUNCH. If something is doable, workable, and feasible, it is launched within 48 hrs. of being brought to the attention of the Executive Director. If funds are not available, the Executive Director personally pays for what is needed.**

Carson Montessori's Insurance Agent is:

Warren W. Reed Insurance,
1521 US Hwy 395 N.
Gardnerville, Nevada
775-782-2277.

This agency has provided CMCS with a bound copy of all of the policies. There is also a bound copy at the Insurance Company's Gardnerville site.

2. Plan Distribution

Executive Director/Principal and Office Manager, Financial Director, Safety Coordinators and IT along with the entire Crisis Management Team, will decide who will receive what parts of the plan to implement if it is not specifically noted in the plan.

3. Briefing and Training

Executive Director/Principal or designated official will ensure that every staff member and key officer knows his/her part in the Plan. Discussion in a one-on-one or small group format will help ensure that all staff are informed and prepared, and will also reveal areas in which the Plan can be improved; specific training needs, such as where alternate fire exits are and since CMCS strives to have all staff CPR/First Aid certified, identify the availability of staff with advanced medical qualifications, etc.

Special Training Special Training each year from the

- *California League School Climate & Culture Conference (annually)*
- Special Features and updates Hannah McDonald Cyber/Drug safety Partnership Carson City
- Training with Security and Fraud Prevention Consultant Frank Abagnale, of *Catch Me if You Can* Fame.
- Kaitlin Roig-DeBellis, First Grade Teacher Sandy Hook
- *The Power of Choice*
- Nevada Department of Education/ State of Nevada Safety Training Special Feature
- Dr. Janet Robinson, former Superintendent Sandy Hook
- Trainer, former member of Nevada Department of Public Safety, AJ Hitch; was on site, full time, one year 2018-2019 and provided training; she currently is available by appointment.
- Natasha Haugen currently on site, full time, certified fire fighter
- Carson City Fire Department, Partner in Education
- Carson City Sheriff's Office, Partner in Education; members of the S.W.A.T. Team; Joey Trotter Sheriff's Office contact.
- Douglas County Fire Department First Aide/CPR
- Douglas Country Sheriff's Office, Officer John Lenz
- Fire House Subs sponsors and provides safety training

- IFC specific requirements for Group E occupancies including fire and electrical codes CCSD Trainings
- 2018 National Conference on Bullying
- Sarah Adler formerly Safe Voice now Legislative Lobbyist
- Nevada Suicide Prevention
- Amy Kim Office of Civil Rights
- International Montessori Council's Cohort on *Our Role to End Systemic and Internal Racism*
- IMC Restorative Justice
- Yearly School Climate Conferences California League of Schools
- As per NRS 439.511, Executive Director/Legislative Coach **sets up the training, including NEW TRAINING AND REQUIREMENTS AS OF 82nd LEGISLATIVE SESSION. The law requires the reporting of certain information concerning courses and training related to suicide among pupils; reporting of certain information relating to suicide, attempted suicide and suicidal ideation by pupils.**

4. Practice Drill/Walk-through

A practice drill should be carried out at least once a year to ensure the plan is complete and to make additions or modifications as needed.

Real-World, Actual Event examples of *CRISIS PLAN* working:

#A: During stormy weather, a power pole fell in the parking lot of CMCS' Tech Center/Annex causing a power blackout of the entire North Carson area; the phone lines were dead, and a safety hazard, of downed lines, existed in the parking lot. Roads were blocked with emergency repair equipment. All systems were implemented and using mobile Hot Spots and alternate roads with staff directing traffic, families were notified and all students were picked up safely on site without having to evacuate to an alternate location.

#B: When an industrial plant near the airport experienced a chemical fire, one of our parents working at a site next door to the plant called to alert us that they were being evacuated. Our school was in a two-mile radius and we could smell the chemicals. All students were moved inside, air conditioning was shut off, Crisis Team activated and the District was alerted to have buses ready for a possible evacuation. Buses were immediately readied to roll in 2 minutes time. We called the Sheriff's Office and we did not need to evacuate and we had done all of the emergency procedures correctly. NOTE: All of these emergency procedures were done and accomplished within 5 minutes.

6. Reviewing, Evaluating, and Updating is continual

Since the plan is fluid and flexible, it is based on identified needs and can be revised and updated at any time. It is mandatory to have a meeting of the Crisis Management Team once a year to review, evaluate and update the plan, which is presented to the Governing Board for approval and then filed with the Nevada Department of Public Safety.

At Carson Montessori, Students and Staff are Prepared and NOT Scared!

Appendix

1. Crisis Management Team Roster

Executive Director/Principal

Jessica Barlow Daniels

Cell Phone: 775-750-0139

Office Manager/Social-Emotional Coordinator

Sara Ross

Cell Phone: 775-220-6955

Financial Director

Kathryn Ventrice
Cell Phone: 775-450-8656

Safety Coordinator: Certified Firefighter/First Responder

Natasha Haugen:
Cell Phone: 775-342-7731

Front Office Personnel

Diane Jackson
Cell Phone: 775-220-0547

Jackie Morgan
Cell Phone: 775-225-6738

IT/Designated Fire Watch Safety 2263 Mouton

Chad Fisk
Cell Phone: 775-666-5828

Fire Watch 2211 Mouton

Kathryn Ventrice
Cell Phone: 775-450-8656

Special Events Coordinator

Alicia Brown
Cell Phone: 775-741-7273

Governing Board Chair

Dr. Gary Ailes
Cell Phone: 775-720-6146

**Carson City School District
Superintendent of Schools**

AJ Feuling
775-283-2100
Cell: 775-580-4199

Carson City School District

Director of Safety
Ann Cyr
775-283-2006

Property Owners 2263 Mouton Drive

Craig Steele
775-721-8143

Property Owners 2211 Mouton Drive

Jack Greening Jr.
775-823-9393

2. Employee Roster and Governing Board Directory
Distributed to Employees and available on-site
3. Suppliers for Building Maintenance and Repair.
Vendor list maintained by Financial Director
4. Suppliers for all Office Furniture, Equipment, Computing Systems,
Software, Accounting and Payroll Services, Office Supplies, etc. List is
maintained by Office Manager and Financial Director.

Officially approved and adopted: Latest Up-dates

Carson Montessori Governing Board, March 10, 2010

Up-dated, approved and adopted: May, 2013

Up-dated, approved and adopted: May, 2015

Up-dated approved and adopted: March 14, 2017

Updated: August, 2017

Up-dated, approved and adopted: October 4, 2017

Up-dated March 19, 2018

Up-dated November, 2018; approved December 18, 2018

Up-dated November, 2019; approved December 17, 2019

Up-dated July 1, 2020; approval pending July/August 2020

Up-dated April, 2021; approved April 14, 2021

Up-dated June, 2022; Preapproved April meeting, 2022

Up-dated June 2023; Preapproved May meeting, 2023