



# The Montessori School of Pullman

115 NW State St, Suite 112  
Pullman, WA 99163



[pullmanmontessori.org](http://pullmanmontessori.org)  
509.334.4114

## **Crisis/Disaster Response Plan**

The Montessori School has developed a comprehensive Crisis/Disaster Response plan that is available in the office and each classroom. Our teaching staff is prepared to handle events such as a missing child, kidnapping, earthquake or flood, building evacuation, intruder lockdown and other crises. These procedures will be practiced with the children each quarter and records of the drills will be maintained in the office and classrooms. Parents are encouraged to read our Disaster Plan in the office. Please read the following synopsis of our Crisis/Disaster Response Plan and sign that you have done so.

### **Designated Safe Facilities:**

Gladish Community Center, all public school buildings and WSU buildings are designated safe facilities for the City of Pullman. These buildings are equipped with gymnasiums, cooking facilities, water, restrooms, and large parking lots.

### **In the event that Gladish Community Center needed to be vacated, the Montessori School of Pullman would:**

- Contact the Pullman Police and the City of Pullman about our evacuation and
- Relocate to Sunnyside Elementary School
- Contact Families to let them know where and how to pick up children

The Montessori School of Pullman will contact families through the email-to-text system and follow up with a more detailed email. Parents may also call the Pullman Police number below for information about the safety of their children and the procedure for picking them up.

**In the event that a Gladish Community Center or citywide disaster should occur, please call the Pullman Police Department 509.334.0802.**

A helpful number to have on hand:

**Gladish Community Center Office Phone: 509.332.8081**

The Montessori Staff will make every effort to handle a crisis in an efficient, calm, professional manner and will keep your children safe and comfortable.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_