

Disasters and Crisis Response

For 50 years, Hilltop has been providing safe and nurturing care. We have a comprehensive Crisis and Disaster Plan in place and all faculty receive training in this plan. This includes building and site evacuation, earthquake preparedness, emergency lockdown/intruder alert, fire safety, water safety, power outage, storms and snow, and other such emergencies that could occur. As required by licensing, faculty and children practice monthly fire and quarterly disaster drills so that this becomes a routine, non-threatening occurrence for the children. All of our faculty are trained in CPR/First Aid and Blood Borne Pathogens. We have 72 hours of food and water on site as recommended by Washington State DCYF. We invite you to make a comfort kit for your child in case of an emergency.

A complete copy of Hilltop's Crisis/Disaster Response Handbook will be provided upon request. Including:

- Step by step procedures on how to respond to disaster/crisis situations during the first 30 minutes.
- Prioritization of notification of emergency response personnel including how to limit escalation and injury during the initial impact of the situation.

Lockdown Procedures

Level 1 Lockdown - Schedule Modification

This level of lockdown is for a threat in the larger Seattle area that is not geographically close to Hilltop. In a Level 1 Lockdown, classrooms will need to stay or return inside and close their curtains until further notice. Classrooms within close walking distance (Stone Beach, Triangle Park, etc.) will need to return to Hilltop immediately. Classrooms on field trips will be notified and, if it seems safer, return immediately to Hilltop. Families will be notified of a Level 1 Lockdown.

Level 2 Lockdown - Evacuation

This level of lockdown is for a threat in our immediate area, where an intruder has not breached Hilltop or is contained. In a Level 2 Lockdown, administrators will alert classrooms verbally, classrooms will close curtains, and bring backpacks and the sign-in sheet and evacuate to a secure location. Classrooms that are outside the building will either be asked to come inside immediately, stay where they are on a field trip, or seek shelter in a neighboring building, depending on the situation. Administrators will bring the emergency forms binder, phones, the Lockdown Box, and at least one technology device. No one will be allowed to return to Hilltop until the threat has passed, as determined by the Executive Director or other administrator in charge.

Level 3 Lockdown - Shelter in place

This level of lockdown is for when an intruder is inside Hilltop. If possible, a person in the office will sound the blow horn twice. At this sound, educators should put a stopper in the door and quickly gather the children in an area away from windows and doors, positioning children in a safe place against walls or on the floor. Turn a table on its side as a barrier. Cover all windows, if possible. Keep children as quiet and as calm as possible and in the classroom until an administrator gives an "All clear". Classrooms outside the building will be notified as soon as possible and directed to stay where they are or move to the nearest secure location.