



Emergency Response Policies and Procedures

2114 Broadway
Bellingham, WA 98225
360-714-1762 School Phone
360-201-1142 Administrator's Cell

General Information

Personal safety supersedes all procedures. If a staff person thinks taking a prescribed action may endanger themselves or the students, they are encouraged to use their best judgment for a safer way to proceed and communicate action with administration.

Cedar Tree staff will discuss emergency response protocols at the first staff meeting of each year and delegate response teams to perform the duties below. The crisis team will ensure that all necessary follow-up is completed.

- The administrator will verify information about the event.
- The administrative team will call 911.
- The administrator will notify all lead teachers of emergency event.
- Lead teachers initiate evacuation procedures/or seal off high risk areas.
- Administrators will notify families via Remind text tree.
- Refer media to district spokesperson (the administrator) or will assign a spokesperson
- Implement post-crisis procedures.
- Keep detailed notes of crisis events.
- Communicate the event to parents using Remind text tree.
- Communicate the event to staff using Remind text tree.

Evacuation Procedure

- In the instance of an IMMEDIATE evacuation (fire, risk of explosion) direct students to leave the building without their belongings.
- When there is time to do so, direct students to take their coats and shoes and evacuate the building.
- *Staff will escort students from the school building to the sidewalk on Broadway and left on Halleck Street to remain on the sidewalk and green space (behind Fountain Community Church) between Broadway and J Street. If we need to find a safer alternate location for any reason teachers will follow the closest, safest route to Broadway Fire Station.*
- Doors should be closed before leaving the building.
- Lead Teachers take roll after reaching the evacuation destination.
- No one may re-enter building(s) until the entire building(s) is declared safe by fire or police personnel.
- Administration will notify via Remind text tree when it is safe to return to the classroom. The message will be “All Clear” or with further information. Please remember to have your phone and your class list on your phones.

Natural Disasters

Emergency Situation	Special Circumstance Procedure	General Procedure
Earthquake	<p>During Earthquake: All staff will remain calm and stay where you are. All staff will instruct students to (If indoors), take cover under a sturdy desk, table or bench and hold on or sit against an interior wall. All staff will wait 60 seconds after shaking, and then evacuate students. If outdoors, all staff will instruct students to move away from the school building, any utility poles, wires and/or street lights.</p> <p>After the Earthquake: If there doesn't appear to be any damage to the building or surrounding areas, we will resume school as scheduled.</p> <p>If the building is not safe for return, lead and assistant teachers will call emergency numbers for student pick up.</p>	<p>Lead Teachers are responsible for:</p> <ul style="list-style-type: none"> Determining and leading evacuation (when needed) Communicating needs to other staff outside the room Delegating tasks from checklist to assistant teacher Referring media to designated spokesperson When time allows, documenting the event Bringing cell phone and school keys <p>Assistant Teachers are responsible for:</p> <ul style="list-style-type: none"> Getting class roster/ first aid Staying with students at all times. Accounting for all students using class roster. Holding on to the class list of emergency contacts, and cell phones. Locking your classroom door, unless evacuation orders are issued. Other duties as assigned Bringing cell phone and school keys
Flood	<p>Monitoring emergency alert station public.alertsense.com.</p> <p>All Teachers Direct children away from floodwaters as they may contain chemicals or raw sewage.</p>	<p>Administration is responsible for:</p> <ul style="list-style-type: none"> Call 911 (if necessary) to report concern Posting evacuation/lockdown signs on all doors and outside Closing all doors Bring cell phone and school keys
Pandemic	<p>Refer to COVID-19 Manual located on Cedar Tree website https://www.cedar-tree.org/covid-resources</p>	

Lockdown or “Shelter in Place”

Lock-down procedures will be issued in situations involving dangerous persons or police activity in the surrounding area outside Cedar Tree. This would include any incident that may result in harm to students while they are inside our school building.

The staff person who first becomes aware that there is a dangerous situation outside Cedar Tree must notify the administrator. If you think it is safe, proceed with the following steps.

Administration will:

- Call 911
- Direct any parents who are outside of the school to come inside and explain the situation.

Lead Teachers:

- Get class list of emergency contacts, and cell phones.
- Gather the students and instruct to crawl or leave to your shelter spot:

Children’s House: Stairwell between Upper Elementary classroom and Children’s House

Lower Elementary: Stairwell to basement

Upper Elementary: Stairwell between Upper Elementary classroom and Children’s House and in one large bathroom. One teacher in each space.

Assistant Teachers:

- Close and lock all exterior doors and windows.
- Close blinds
- Turn off lights
- Help to close shades or place a barrier over any nearby windows.
- Remain in safe areas until notified by Administrator or emergency responders.
- Stay with students at all times.

Unexpected Emergencies

Emergency Situation	Special Circumstance Procedure	General Procedure
Electrical Power Failure	<p>Admin: Calling PSE Phone # 888-225-5773</p> <p>Do not re-enter building until utility officials say it is safe.</p>	<p><i>The staff member who first identifies the emergency is responsible for assessing the immediate situation and communicating the emergency to the Administrator.</i></p>
Fire	<p>The staff person who first identifies the fire is responsible for notifying another staff member and assessing how critical evacuation is AND:</p> <ol style="list-style-type: none"> 1. Pull Fire Alarm 2. Call 911 3. Communicate the emergency to other staff. 	<p>Lead Teachers are responsible for:</p> <p>Call 911 (if necessary) to report concern Determining and Leading Evacuation (when needed) Communicating needs to other staff outside the room Delegating tasks from checklist to assistant teacher Referring media to designated spokesperson When time allows, documenting the event</p>
Gas Line Break/Leak	<p>Assistant Teachers: Open windows</p> <p>Admin: Calling Cascade Natural Gas Phone # 888-522-1130</p>	<p>Assistant Teachers are responsible for:</p> <p>Getting class roster/ first aid Staying with students at all times.</p>
Hazardous Materials	<p>Follow Evacuation Procedure</p> <p>Seal off area of leak/spill if safe No one may reenter building until declared safe by emergency personnel</p>	<p>Accounting for all students using class roster. Holding on to the class list of emergency contacts, and personal cell phones. Locking your classroom door, unless evacuation orders are issued. Other duties as assigned</p>
Intruder or Hostage	<p>Evaluate whether there is a need to evacuate or shelter in place.</p>	<p>Administration is responsible for:</p> <p>Posting evacuation/lockdown signs on all doors and outside Closing all doors Calling 911 when others are unable to do so</p>

Suspected Weapon at School	<p>Staff or student who is aware of a weapon brought to school will:</p> <p>Notify Administrator immediately</p> <p>Administrator will call 911</p> <p>Tell Administrator the details that may prevent the suspect from hurting someone or themselves. Unless it is seen as unsafe to do so, question suspected student or staff member with the support of the administrator.</p> <p>Administrator is responsible for the following: Notify parent(s) or guardian(s) of the suspect, if the suspect is a student. Explain why search was conducted and results of the search.</p> <p><i>Use coded words in warning, if necessary. Codes should be used in situations in which immediate notification is necessary, but the safety of students and staff may be compromised if everyone in school building knows of emergency.</i></p>	
Threat of Explosion	See General Procedure guidelines	
Water Line Break	<p>Admin: Calling Viking Plumbing 360-305-4125</p> <p>Do not re-enter building until utility officials say it is safe.</p>	

Media Statements - General

The Administrator is responsible for communicating with the media.

- **Administrator** will create a general statement before an incident occurs and adapt statement during crisis. If the administrator is off site at the time of the crisis, the senior-most Cedar Tree employee will take the administrator's role and perform the duties below.
- Emphasize safety of students and staff first.
- Briefly describe the school's plan for responding to emergency.
- Issue a brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

Serious Injury/Death Post-crisis intervention

Administrator is responsible for:

- Meeting with staff to determine the level of intervention needed for staff and students.
- Communicating the incident with parents via email, phone or letter
- Employing a counselor to meet with staff and students to debrief the incident.
- Designating rooms as private counseling areas.
- Escort affected staff, students, and family members to counselors.
- Assess stress level of staff. Recommend any additional individual counseling.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral, if necessary.
- Allow for changes in normal routines or test schedules to address injury or death.