



Emergency Response Policies and Procedures

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

Important 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. We will be using Remind Text Tree to notify families, in the event of an emergency. Teachers should ensure that this application is on their phone.

Cedar Tree staff will discuss emergency response protocols at the first staff meeting of each year and ensure that every staff member understands their role in an emergency.

The administrator will:

- ☐ verify information about the event
- ☐ call 911
- ☐ closing all doors
- ☐ notify all lead teachers of emergency events and how to respond (evacuate, shelter in place, lockdown) via Remind
- ☐ notify families via Remind text tree
- ☐ communicate the event to staff using the Remind text tree.
- ☐ implement post-crisis procedures
- ☐ keep detailed notes of crisis events
- ☐ post evacuation/lockdown signs on all doors and outside
- ☐ bring cell phone and school keys

Post Crisis Procedures:

- ☐ refer media to administrator or will assign a spokesperson
- ☐ provide resources to families specific to the situation
- ☐ continue ongoing support, as needed
- ☐ contact insurance company

- ☐ reevaluate safety policies

Lead teachers will:

- ☐ initiate evacuation procedures/or seal off high risk areas
- ☐ determine and lead evacuation (when needed)
- ☐ communicate needs to other staff outside the room
- ☐ delegate tasks from checklist to assistant teacher
- ☐ refer media to designated spokesperson
- ☐ when time allows, document the event
- ☐ bring cell phone and school keys

Assistant teachers will:

- ☐ Get class roster/ first aid
- ☐ Bring first aid kit if evacuating
- ☐ Stay with students at all times
- ☐ Account for all students using class roster.
- ☐ Hold on to the class list of emergency contacts, and cell phones
- ☐ Lock your classroom door, unless evacuation orders are issued.
- ☐ Other duties as assigned
- ☐ Bringing cell phone and school keys

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 Cedar Tree playground. 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.

Contact Information

PSE	888-225-5773
Cascade Natural Gas	888-522-1130
Viking Plumbing	360-305-4125
Emergency Alert	public.alertsense.com

Earthquake

During Earthquake:

Indoors:

All staff will:

Remain calm and stay where you are.

Instruct students to take cover under a 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.

After the Earthquake:

If there doesn't appear to be any damage to the building or surrounding areas, we will resume school as scheduled.

If the building is not safe for return, lead and assistant teachers will call emergency numbers for student pick up.

Lockdown or “Shelter in Place”

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

Shelter in place is a threat **inside** the 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:

- Make sure Remind Text Tree app is loaded and updated
- Notify families if there are changes to permanent location, dismissal procedures/location, harm to students. Use Remind Text Tree app to notify families if
- 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 will:

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|--|---|
| ☐ Bring class list of emergency contacts, and cell phones | ☐ Remain in safe areas until notified by Administrator or emergency responders |
| ☐ Close and lock all exterior doors and windows | ☐ Stay with students at all times |
| ☐ Close blinds | |
| ☐ Turn off lights | |
| ☐ Help to close shades or place a barrier over any nearby windows | |

Safety Drills

We practice drills as a class and schedule three all-school evacuation drills within the first 20 days of the start of the school year and within the first 20 days after winter break at varying times of the school day (recess, lunch time, classroom time).

Outdoor Assembly Location: Each classroom will exit the school building and reassemble, as a class, on the concrete playground nearest the neighboring fence and furthest from the school building.

Interior Assembly Location: Stairwell or classroom depending on circumstance.



EARTHQUAKE DRILL DROP-COVER-HOLD ON (pause for 60 seconds after shaking stops and reassess safety).

Stay where you are and drop to the ground, seek cover or put hands over your head and hold on to anything structural near you.

Students should know:

- Safe areas to seek cover inside and outside the school:
- Danger spots inside and outside the school: windows, mirrors, hanging objects, and any tall, unsecured furniture.
- Two exit routes outside the school.
- Assemble outside on the playground next to the fence unless it is unsafe to do so.

Teachers should know:

- Where danger spots are within the classroom and school building.
- When to exit the building.



FIRE DRILL Exit the building and reunite on the playground nearest the neighboring fence and furthest from the school building (by Cedar Trees).

Students should know:

- Two exit routes from different areas of the building.
- How to exit quickly without shoes/belongings.
- How/where to reunite if separated: On CTM playground/blacktop area lined up near fence

Teachers should know:

- Assign duties: check the bathroom, close doors to classroom, bring class list to take attendance.
- Where to assemble after evacuation and when to return to the classroom.



SHELTER IN PLACE: Move inside and/or stay inside classrooms until cleared due to risks such as chemical exposure or violence **INSIDE** the school.

Students should know:

- How to quickly get **INSIDE** the classroom from outside in the playground.
- How to respond in the event of a threat inside the school.
- How/where to reunite if separated (if they were out of room)

Teachers should know:

- Where all windows are to close and draw blinds
- How to de-escalate fear in this circumstance.
- How to occupy time while waiting.
- Close and lock all doors.
- Assign duties to the assistant to check the bathroom for students, close doors to classroom, have a cell phone, class list to take attendance.



LOCKDOWN Retreat quietly to the nearest stairwell. The goal is to retreat away from windows and be out of sight in the event of crisis or physical violence **outside** the school. "Locks, Lights, Out of Sight".

Students should know:

- How to exit quickly to the protected stairwell location without shoes/belongings.
- How/where to reunite if separated (if they were out of room)

Teachers should know:

- Which stairwell they will seek shelter in.
- Where all windows are to close before leaving the classroom.
- Assign duties to check the bathroom, close doors to classroom, bring class list to take attendance.

EVACUATION



Goal: to move students and staff outside the building due to fire, gas leak or safety threat inside the building.

Students should know:

- Two exit routes
- Where to assemble once outside.
- What to do if they got separated during an evacuation.

Teachers should know:

- The fastest route for exiting the classroom.
- Exterior Shelter: Next to Fence on playground
- Assign duties to check the bathroom, close doors to classroom, bring class list to take attendance.

Head Injury Protocol

If we have reason to believe that a child has experienced an injury to their head or neck (either someone witnessed an injury to their head/neck or a child comes and shares that they have hit their head/neck) we will contact family and also assess:

1. Whether a child has symptoms that are consistent with a concussion.
2. Whether it is safe for a child to return to play.

Head Injury Protocol: <https://ospi.k12.wa.us/sites/default/files/2023-08/injuryillness.pdf>

Head Injuries, Loss of Consciousness

Head Injury (Concussion)

Call 911 if the head injury is severe and there are signs of shock (see page 51). Consider the possibility of a spinal injury when caring for a student with a head injury. Move student only if necessary. Watch for loss of consciousness or seizure. Notify the school nurse, if available.

Signs of Head Injury (concussion):

- Unresponsiveness for any length of time.
- Confusion or memory loss.
- Unusual sleepiness.
- Lethargic or tires easily.
- Agitation, irritability or combativeness.
- Pale and sweaty skin.
- Nausea or vomiting.
- Severe headache or dizziness.
- Blurred vision.
- Trouble with walking or balance.
- Slurred speech; slowness in responding to questions.
- Seizure.
- Blood or clear fluid persistently dripping from nostril or ear canal.
- Loss of bowel/bladder control (when unusual for that student).

First Aid:

- If student is vomiting and has a head injury, call 911.
- Try to determine the cause of the head injury. Even slight bumps can cause a concussion and have serious effects.
- Watch for signs of a concussion.
- Keep the student dry and warm.
- Place a cold pack or ice bag wrapped in a cloth on the injury for 10 to 15 minutes to reduce swelling.
- Do not allow the student to continue to participate in sports or physical activities if there is reason to suspect a concussion.

IMPORTANT: Inform the student's parent or legal guardian and advise them to consult with their healthcare provider immediately.