



Disaster Procedures for Cedar Crest Academy Kirkland Campus

Updated October 2009

Power Outage

Tune radio to KIRO 710 AM

- Access safe and reliable secondary source of lighting.
- Account for all children.
- Unplug all appliances, stereos, and computers, and turn off all lights.
- Leave one light switched on to signal when power returns.
- Keep refrigerator and freezer doors closed.
- Access your emergency kits for food and water.
- Access hard-wired phone.
- Phone emergency contacts with plan.

Terrorism

Bomb Threat:

- Signal another staff person to call 911.
- Begin evacuation.
- Keep caller on the phone as long as possible.
 - Get as much information as possible:
 - Who's calling?
 - Where from?
 - Where is the bomb?
 - When is it set to go off?
 - What does it look like?
 - Why is there a bomb?
 - Listen for background noises and voice traits
- Leave when caller hangs up or you feel immediate danger.

Tornado

Tune radio to KIRO 710 AM for updates.

Tornado Watch: Tornado is likely.

Tornado Warning: Tornado has been sighted.

- Follow evacuation instructions.
- Evacuate to underground area or interior area on the lowest floor away from windows.
- Bring radio, telephone, and emergency kits with you.
- If outdoors, shelter in low-lying area, like a ditch.

Missing Child

- Search the facility; look in places child may hide, look in bodies of water that are nearby.
- Attempt confirmation that child is with family.
- Promptly call 911: give description of clothing, last time seen, and location.

Hazardous Materials

Evacuate:

When emergency broadcast system or “reverse 911” announces evacuation, follow route and destination information.

Shelter-in-Place:

- Shut down ventilation system.
- Confine all children and staff to a room with the fewest doors and windows. Bring emergency kits with you.
- Account for all children.
- Tape off and seal doors and windows.
- Tune radio to KIRO 710 AM for updates of situation.
- Phone emergency contacts so parents can access information.
- Use telephone as little as possible.

Tsunami & Floods

Tune radio to KIRO 710 AM for updates. Follow all evacuation instructions.

Tsunami:

- Know evacuation route.
- Evacuate to 50 feet above sea level. If there is no time, go to highest level of building you are in. If on beach, go inland as far as possible.
- Bring emergency kits with you.

Flood:

Flood Watch: Flooding is possible and be on alert.

Flood Warning: Flooding is imminent and necessary precautions should begin.

- Evacuate to predetermined site.
- Bring disaster kits with you.
- Evacuate children and staff from immediate area.

Violence

- Assess life/safety issues immediately.

- Implement “Evacuate” or “Lock-Down” procedures with crisis communication system.
- Phone 911.
- Provide immediate emergency medical care.
- Account for all children.

Fire

- Drop, crawl (head down and small breaths) if needed.
- Phone 911. Give address and cross streets.
- Evacuate building to pre-designated place. Bring Emergency Kits with you.
- Account for all children.
- Begin phoning emergency contacts, if needed.

Volcano

Tune radio to KIRO 710 AM for updates.

- Follow all evacuation instructions.
- Bring emergency kits with you.
- Access masks and goggles. Assure the children and staff with lung conditions apply them.
- Stay inside. Seal windows and doors.
- Keep roof clear of more than 4” of ash. Change outside clothes and shoes before entering building.
- Limit travel.

Financial Rights

Insurance company name and number: Morgan & Associates, (877) 799-8980.

Financial disaster assistance is available through the Federal Emergency Management Agency.

Winter Storm

Tune radio to KIRO 710 AM for weather updates.

Winter Storm Watch: Conditions are present that could cause weather emergency.

Winter Storm Warning: Severe weather expected and precautions should be taken.

- Close center early, if possible.
- Make sure all children and staff have several layers of warm, dry clothing.
- Access your reliable and safe alternate heating and light sources.

Lightning: Stay indoors, avoid electrical appliances and plumbing.

If outdoors: Crouch in small groups under tree growth away from water, hilltops, beaches, small isolated structures.

Earthquake

- Drop, cover, and hold under heavy furniture or near load-bearing wall.
- When the shaking stops, evacuate to predetermined area. Bring emergency kits with you.
- Account for all children.
- Assess injuries.
- Call 911 if needed.
- Treat injuries within your guidelines.
- Assess damage to building and rooms. Determine if need to turn gas and water heater off.
- Phone out-of-state contact with status and on-going plan.

Bioterrorism

- Don not touch, smell or taste unknown substances.
- Cover with paper, trash bin, clothes.
- Evacuate and close off the room/area.
- Mark the room as “dangerous.”
- Wash hands thoroughly.
- Call 911.
- Make a list of all staff and children present in the room to provide to local health authorities and police.

Emergency Communication

Emergency: 911

Address: 10406 NE 37th Circle. Kirkland, WA 98033

Out of State Contact Number: 818-248-3370

Payphone located: N/A – use cell phone

Cedar Crest phone number: 425-899-1111

Staff Cell Phone Numbers:

1. Geeta Vyas: 425-503-9706
2. Gail Domingos: 206-617-3686
3. Kimberly Harlan: 425-836-3832

Licensors Telephone: 425-649-4322

Insurance Agent Phone Number: 877-799-8980

Public Health Nurse Telephone: (Nurse Practitioner) Lalaine Diaz 206-760-2027

Gathering Place

Primary:

Eastside Preparatory School

10635 NE 38th Pl

Kirkland, WA 98033

(425) 822-5668

Secondary:

First Presbyterian Church of Bellevue

1717 Bellevue Way NE

Bellevue, WA 98004