



## **Emergency Plan 2023-2024**

## Emergency Preparedness Plan

### Section 1: Emergency Chain of Command

<b>Title</b>	<b>Name</b>	<b>School Phone</b>	<b>Home Phone</b>	<b>Cell Phone</b>
Director	MaryEllen Kiffe	503-436-4463		360-431-1509
Board President	Phillip Vincent	n/a		206-714-5303

### Section 2: Site Plans and Exit Routes

See attachments

### Section 3: Emergency Assignments and Responsibilities

<b>Assignment</b>	<b>Name</b>	<b>Title</b>
Command Post Assignments	MaryEllen Kiffe	Director
911 Contact Person and Communications	MaryEllen Kiffe	Director
Evacuation Coordinator	Maria Barker	Teacher
First Aid Coordinator	Amy Rider	Teacher
Utilities Coordinator	MaryEllen Kiffe	Director
Traffic Coordinator	Maria Barker	Teacher
Security Coordinator	MaryEllen Kiffe	Director
Media Contact	MaryEllen Kiffe	Director
Parent Liaison Coordinator	MaryEllen Kiffe	Director
Search and Rescue Coordinator	MaryEllen Kiffe	Director

## **Responsibilities of Key Duty Personnel**

### **Director**

- Call Police, Ambulance, or Fire if necessary- 911
- Coordinate Command Center
- Liaison with emergency personnel (meet emergency vehicles and direct them to appropriate location)
- Oversee all operations
- Secure the front entrance and deny access to unauthorized personnel
- Provide press information to the news media
- Coordinate utilities shut off

### **Kindergarten/1st/2nd Grade Teacher**

- Back up assistance-check in with Director
- Coordinate first aid station
- Go with students to hospital; act as liaison for school at hospital

### **3rd/4th/5th Grade Teacher**

- Bring student medication if necessary
- Liaison with first aid station

### **First Aid Trained Staff**

- Supervise on site first aid procedures until medics arrive

### **Instructional Assistants and Other Adults On Site**

- If necessary, bring students to the fire drill lines or the designated area. Assist as assigned.

## **Section 4: Communications and Reporting**

### **Emergency Telephone Numbers**

The following list of telephone numbers is for services outside of the school

Police Emergency 911

Fire Department Emergency 911

Medical Emergency 911

Clatsop County Sheriff 503-325-8635

Clatsop County Health Department 503-325-8500

Poison Control Center, Portland 1-800-222-1222

### **Bullhorn Assignments/Location**

Director and/or Designee

Location: Furnace closet

### **Emergency Lockdown Signals and Codes:**

**Lockdown:** Director or designee will state the following phrase over the bullhorn: **“This is a lockdown.”**

**All Clear:** Director or designee will announce an “all clear” signal over the bullhorn

## **Section 5: Evacuation Procedures**

### **Evacuation During Fire Emergencies**

1. Fire alarm will sound and all students will evacuate the building in an orderly fashion and line up by grade in the parking area south of Tolovana Hall.
2. Teachers will take attendance to ensure accountability for all students.
3. If a student is missing, the teacher will hold up the RED card and notify the Director immediately who is missing.
4. All other teachers hold up the GREEN card if all students are accounted for.
5. The Director or Business Manager will check restrooms to be sure all students have exited the building.
6. The Director will ensure all students are accounted for and evacuated.
7. Until verbal instruction from the Director has been received, remain outside.

### **Evacuation During Earthquake Emergencies**

1. At the first sign of an earthquake, or upon hearing an announcement over the bullhorn, staff should ensure that they, and their students, take cover under desks, tables, interior doorways or other sturdy structures. In open areas, move near weight bearing walls and protect your head with your arms.
2. Staff should note that the area of greatest risk of falling debris is just outside of entrances and close to the sides of buildings.
3. Upon signal of the bullhorn, exit the building. Keep as far away from the building as necessary. Assemble in the center of the parking lot.
4. Teachers will take attendance to ensure accountability for all students.
5. If a student is missing, the teacher will hold up the RED card and notify the Director immediately who is missing.
6. All other teachers hold up the GREEN card if all students are accounted for.
7. The Director will check restrooms to be sure all students have exited the building.
8. The Director will ensure all students are accounted for and evacuated.
9. Until verbal instruction from the Director has been received, remain outside. 10. Once a bullhorn signal is heard, re-entry to the building is permitted. Teachers take attendance to ensure accountability for all students.

### **Tsunami Evacuation – Local Earthquake**

1. Once the shaking stops, staff will immediately evacuate the building. The staff will then escort the children, across Highway 101, and up to the intersection of E. Chinook and Elk Run Ave. A map of the route is attached.
2. Handheld stop signs are located in the furnace closet and are to be used to stop traffic on Highway 101, to allow the students to safely cross. Director and teachers will facilitate this process.
3. After ensuring accountability for all students and staff, the staff will coordinate with local Emergency Services to ensure the safety of staff and students.

### **Tsunami Evacuation – Distant Event**

1. When news of a distant event that may create a Tsunami is received, The Cannon Beach Academy will follow the instructions of the local Emergency Services in the event of a tsunami evacuation due to a distant event. Students will remain at school unless it is unsafe to do so.

### **Training**

Staff will schedule regular drills to ensure both staff and students are familiar with evacuation procedures. Staff will coordinate with local law enforcement to conduct a walk through, for students and staff, within the first month of school starting each year, of the local earthquake evacuation route.

### **Floor Plans/Site Plans with Evacuation Routes**

See attachment

## **Section 6: External and Internal Hazardous Conditions/Situations**

### **Earthquakes**

If building structural damage (broken pipes, windows, etc) occurs, students and staff will follow emergency evacuation procedures. If there are external threats (down power lines, etc), evacuation will be done in a safe area. Communication will be done using the bullhorn.

### **Fire Hazards**

Students and staff will exit the building through designated escape routes that are practiced monthly. Each classroom teacher will be aware of at least one alternative route. Everyone will proceed to the designated area where attendance will be taken.

### **Hazardous weather conditions**

In the event of tornado conditions or high winds, students will move to the interior wall of the classroom. All outside activities will be suspended. In conditions of heavy rains and/or ice covering the ground, outdoor recess will be suspended.

**Power Failure**

In the event of power failure, students will be kept in the classroom. Communication will be done using the bullhorn or a designee will go room to room.

**Bomb Threats**

If the threat is communicated in writing, an assessment will be made and plans determined by the Director or designee in consultation with police.

If the threat is communicated by phone, an attempt will be made to keep the caller on the phone line. Person answering phone will \*69 or \*57 to identify caller. Contact will immediately be made to 911. Emergency procedures will be implemented and the building will be evacuated.

**Natural Gas Leaks/Chemical Spills**

If a natural gas failure or chemical situation occurs before students arrive, staff will notify the Director. Director will communicate with NW Natural Gas noting the nature of the problem, location, and any effects.

If natural gas fumes are detected in or around the facility, the Director will determine if emergency services should be contacted and whether to implement an evacuation.

If necessary, all persons will proceed to a safe alternative location (Tolovana Hall) and await further instruction or begin emergency closure procedures.

If a natural gas line is severed within the proximity of the school, Shelter in Place procedures will be immediately implemented until additional instructions are provided.

**Threatening Individuals or Unannounced Visitors**

When unknown persons are reported to be on school grounds, the Director and/or Business Manager will investigate. The staff member investigating will carry a cell phone and generally should be accompanied by another adult. Unknown persons demonstrating threatening behavior will necessitate the implementation of a lockdown. Staff can be warned of an impending or immediate danger and take appropriate actions. The Director or designee will call the police. Classrooms will remain in lockdown until an "all clear" has been signaled.

**Aggressive Intruder:**

If the behavior of a visitor becomes threatening and/or aggressive or if the visitor takes evasive action, the school person should directly communicate to the Director that an

intruder is present, or signal another adult to do so. Director or designee should activate the school's lockdown procedure.

### **Unannounced Visitor:**

Every person should be treated as a guest unless there is reason to suspect otherwise. The school person is polite and assertive throughout the interaction. A calm and confident demeanor is the best insurance against escalation of an incident; observe carefully, noting dress, physical appearance, voice and mannerisms; do not allow students to accompany the visitor to the school office.

### **Resistant Visitor:**

The school person is to remain calm and assertive; stand slightly to the right or the left of the person with palms open; do not attempt to use physical force; observe carefully. If the intruder leaves the building, the director is to be notified immediately of the incident. Director will make a decision to call the police and document the incident.

### **Dangerous Animals**

Reports of bees or wasps will be investigated. Pest control will be contacted if nests and swarms of dangerous insects are located or identified.

When animals, domesticated or wild, are reported to be on the school grounds, the Director or designee will investigate. If the report is confirmed, the Director or designee will determine if staff and students should return to the building or remain outdoors.

## **Section 7: Lockdown Procedures**

Each emergency is unique and procedures will vary depending on the nature of the emergency. Good judgment by each staff member and following directions from the person in charge will be essential.

1. At the emergency signal, proceed with caution until you know what is occurring (do not move freely within the building, but instead move cautiously).
2. "Lock Down" Teachers will lock classroom doors, close windows and blinds if applicable, etc. and move students out of the line of sight.
3. Teachers are to take attendance and wait for further instruction. The Director will contact teachers via text message via cell phones to determine if any students are with them that are not in their classroom. Do not send student runners to the office.
4. Director, or designated staff will secure all outside doors.
5. Once the lock down situation is over, the Director will announce, "all clear."

## **Section 8: Shelter-In-Place Procedures**

1. All persons will move inside immediately and return to classrooms.
2. The fire department will be called immediately.
3. If necessary, the furnace is to be turned off immediately.
4. Windows and room doors will be closed and sealed from air drafts if possible.
5. Await further instructions from the local Fire Department

## **Section 9: School Closure Plan**

In the event of school closure due to inclement weather or other unpredictable circumstances, Cannon Beach Academy follows Seaside School District for weather related school delays or closure. Notice may come over local radio or TV stations or other means of communication. Notices will be posted on the School District Website [www.thecannonbeachacademy.org](http://www.thecannonbeachacademy.org) and notices will be shared via Flash Alert <https://www.flashalert.net/id/CannonBeachAcademy>. Any local event specific to Cannon Beach will be announced via flash alert and posted on all public media outlets. If safety permits, staff will update website and Facebook.

### **The process:**

1. Typically, we follow the directions given by Seaside School District.
2. On school closure days, all school activities and meetings are cancelled.
3. Listen to major local radio and TV stations for frequent updates and at [www.thecannonbeachacademy.org](http://www.thecannonbeachacademy.org). Please also check your email and Facebook for closures.

### **In case school is in session and there must be early dismissal:**

1. Parents are notified by parent alert system which includes email, Facebook, and texting via the school google voice account [(503) 298-5245] or via the Remind App.
2. All children are kept in rooms until dismissed.
3. Teachers and other staff will be dismissed as soon as possible after the building is cleared.
4. The Director and Business Manager will remain until it can be assured all students have been safely dismissed.

## **Section 10: First Aid Procedures/Supplies**

### **PRIMARY FIRST AID STATION**

**First Aid Coordinator:** Amy Rider



**Location:**

Internal: Small Groups classroom

External: Covered play area or center of parking lot

Designated First Aid & CPR/AED Providers			
Name	Title	First Aid Date	CPR/AED Date
MaryEllen Kiffe	Director/Teacher	08/2023	08/2023
Amy Rider	Teacher	08/2022	08/2022
Maria Barker	Teacher	08/2022	08/2022
Bobbette Bogert	Staff	08/2023	08/2023

**Section 11: Emergency Search and Rescue**

1. The fire department and/or police will be contacted.
2. Fire department personnel or other trained personnel from responding agencies should be the people to conduct the search and rescue of missing or trapped persons within a building.
3. The site administrator will not determine the necessity of search and rescue without the consent of emergency personnel. Staff volunteers will take whatever actions necessary to reduce entry risks if re-entry to the building is an option.

**Section 12: Emergency Equipment/Supplies**Supplies Location

First Aid Kit Front office, Each Classroom

Cell phones Director, Business Manager, and select Staff Bullhorn Furnace Closet

Fire extinguishers Near each exit

Gloves In all first aid kits

AED/Defibrillator Near main entry

Stop signs At entrance to tsunami evacuation trail

**Section 13: Emergency Information Forms**

The school has a file containing current emergency care information for each student.

Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone and birth date;

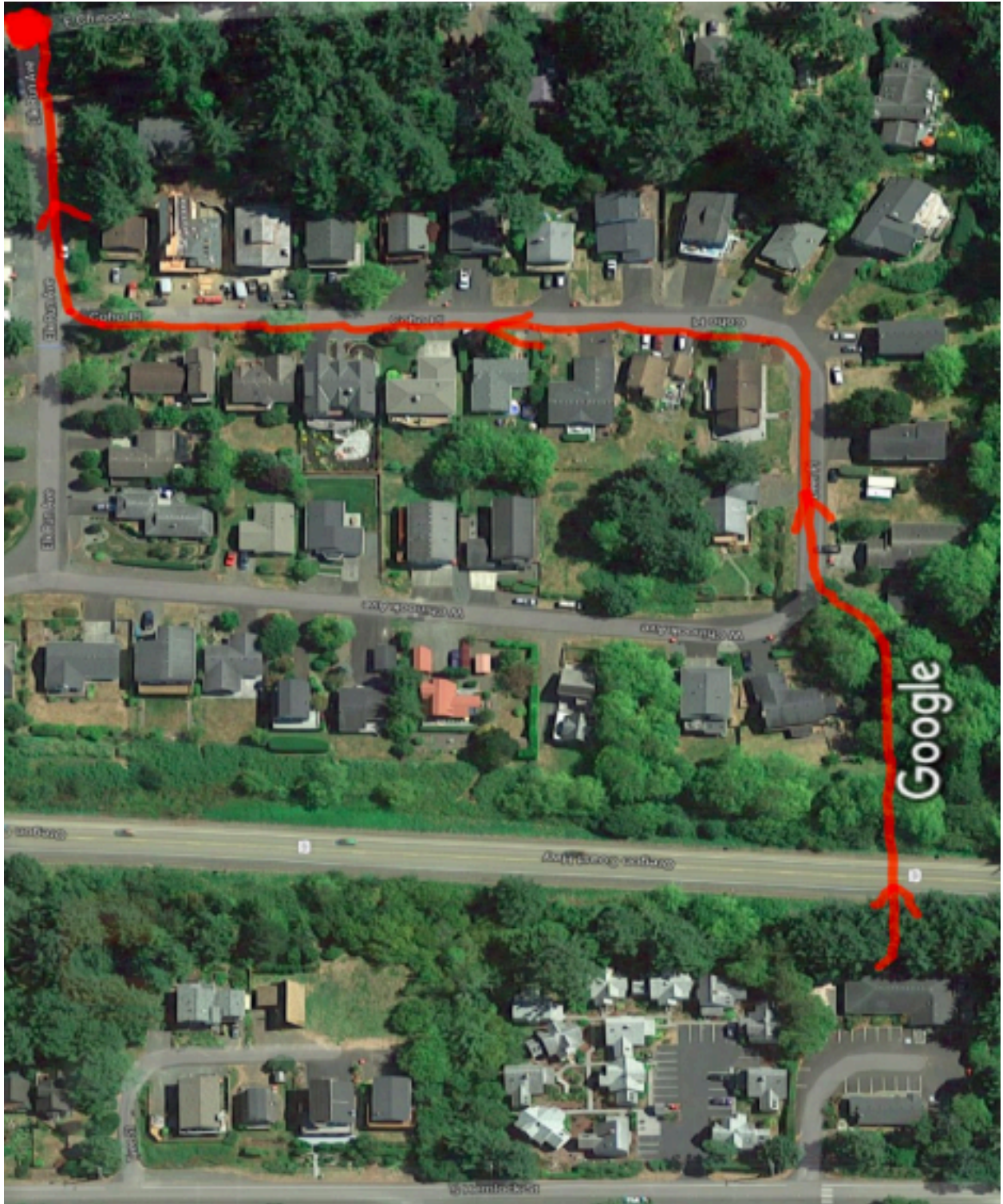
2. The work / business telephone numbers of the parents/guardian. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
4. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
5. The names of the persons to whom the student may be released;
6. The signature of the responsible parent(s) or legal guardian.

**Appendix:**

**School evacuation map for Tsunami**

**Floor plan for evacuation for Fire**

## School evacuation map for Tsunami



**Cannon Beach Academy Elevation 53 feet above sea level**  
**Evacuation point 100 feet above sea level**

Floor plan for evacuation for Fire

