

**Richmond Waldorf School**

**Emergency Response Plan**

Updated 1-3-07

**RICHMOND WALDORF SCHOOL  
EMERGENCY RESPONSE PLAN**

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## **I. About This Plan**

This comprehensive emergency/crisis plan is designed to assist those who will potentially face and manage any of a wide variety of unpredictable crises or emergency situations. This plan has been developed to guide effective multi-hazard response. It is important that all faculty and staff members (“employees”) be familiarized with this plan. This outline will be followed as closely as possible. Every situation is unique, however, and may require exceptional action. This plan allows for flexible response shaped by the specific nature of any potential threat which might occur.

The Emergency Response Plan helps to prepare our school for effectively managing and resolving crisis situations. A crisis is generally defined as any emergency or trauma that affects students and employees of the school. A crisis is an unpredictable, unplanned situation, which requires immediate response. Crises may include, but are not limited to, deaths, serious illnesses, accidents, assaults, bomb threats, fire, explosion, hazardous materials or bio-terrorism incidents, intruders on school property or weather-related emergencies. This plan focuses on crises that are likely to have an impact, directly or indirectly, on a significant portion of the school community.

A crisis may trigger a wide range of emotional and physical reactions, including distress, fear, sadness, depression, anxiety, fatigue, insomnia, and difficulty concentrating. People vary in their reactions to crisis, and children are especially vulnerable because of their lack of coping skills and life experience. It is essential, therefore, that the adults to whom students turn are able to deal with crisis situations calmly and effectively.

In the event of any serious incident or emergency, we will seek guidance and be assisted by public safety officials, especially once they are present on site. Our central and primary task is to care for the children, accounting for them and keeping them safe in as orderly, calm, and effective a manner as possible. The basic structure of this plan is focused on locating students out of danger.

All employees and students need to have a working familiarity with this plan to provide maximum safety and security. Planning, practicing and managing proper crisis response will help to ensure the safety of those affected. The Emergency Response Plan (ERP) enables us to act in a coordinated fashion and to establish an efficient flow of information in the event of an emergency. It provides the framework for our emergency response. Beyond what can be provided here, we rely on the good sense, awareness, calm thought, and considered actions of the members of our school and community.

## **II. General Guidelines and Procedures**

In any emergency, immediately gather information and ‘put heads together’. It is crucial to quickly see ‘where we are’ and what to do, and to ‘get on same page and stay there’. No matter how elaborate the procedures or planning, there is no substitute for common sense, calm reasoning, simplicity and a measured, well-coordinated response. Our highest priority in any situation is the safety, care, and management of students. Once a safe location has been reached, the first concern is to account for all students and employees. The outline provided will be followed as closely as possible while keeping in mind that our response will be determined by the unique circumstances of a given event or situation.

### **IN AN EMERGENCY:**

- ✓ Remain calm
- ✓ Work as a team
- ✓ Verify information
- ✓ Act on facts
- ✓ Respond rather than react
- ✓ Follow instruction

### **KEY POINTS TO REMEMBER:**

- o Immediately notify 911, the administrator, and other administrative employees of any crisis events, suspicious instances, or threats to safety.
- o Do not repeat unverified information. All employees, students, and parents are strongly encouraged to resist spreading speculative interpretations not based on reliable sources or direct observation.
- o Use extra caution in sharing factual information in ways that do not incite confusion or panic. For example, some information should not be conveyed in the presence or within earshot of children. Use discretion. Teachers may be asked to step outside the classroom briefly or away from the presence of students to converse or to convey information.

**INITIAL ACTIONS** to be taken at the onset of a crisis include but are not limited to the following:

- Determine the veracity of the incident.
- Assemble Leadership and appropriate members of Administration and Faculty.
- Notify church office.
- Secure reliable sources of information.
- Gather facts and ensure timely updating.
- Coordinate assessment and decision-making.
- Arrange for ongoing management.
- Determine need for evacuation or lockdown.
- Activate, declare and signal appropriate Emergency Response.
- Activate Richmond City Department of Fire and Rescue Services (Call 911).
- Activate Richmond City Police Department (Call 911).
- Determine safety and well being of every individual.
- Plan for systematic dissemination of crucial information.

GENERAL EMERGENCY PROTOCOL for crisis management:

- Assemble:    \_\_\_ Appropriate members of Administration and Faculty
  
- Gather:       \_\_\_ Information from reliable sources  
                  \_\_\_ Verified details/facts, nature, time and location of crisis  
                  \_\_\_ Persons and issues involved  
                  \_\_\_ Information (must be very carefully checked)
  
- Assess:       \_\_\_ Need for Emergency Services  
                  \_\_\_ Need for Emergency Response
  
- Determine:   \_\_\_ Response(s)  
                  \_\_\_ Location for command post
  
- Activate:     \_\_\_ Appropriate Emergency Response  
                  \_\_\_ Assistance: volunteer, professional, employee, and technical  
                  \_\_\_ Procedure for Monitoring
  
- Coordinate:   \_\_\_ Planning and logistics  
                  \_\_\_ Communications internal and external  
                  \_\_\_ Getting children home  
                  \_\_\_ With emergency personnel
  
- Consider:     \_\_\_ Alternate locations  
                  \_\_\_ Consulting legal counsel  
                  \_\_\_ Designating Spokesperson  
                  \_\_\_ Future issues—is risk ongoing?
  
- Document:    \_\_\_ Reconstruct a written report detailing the onset of the incident  
                  \_\_\_ Maintain detailed report of incident including status of injured / victims  
                  \_\_\_ Create personal/anecdotal notes interviewing those involved in incident  
                          (These notes should indicate the facts as they are reported and any  
                          observations the Administrator may make as to the apparent  
                          veracity of the teller. These have legal standing in any court action  
                          and should be kept in the Administrator’s confidential files and not  
                          as part of official records.)
  
- Notify:       \_\_\_ Legal support  
                  \_\_\_ President of the Board of Trustees  
                  \_\_\_ Insurance Company  
                  \_\_\_ Lesser

- Inform:       \_\_\_ Students as situation dictates- either: \_\_\_ written/read or \_\_\_ oral only
- \_\_\_ Family members by Administrator/designee *before* any public release
- \_\_\_ Identify and notify constituents, customizing written message:
  - Employees
  - Trustees
  - Parents
  
- Debrief:       \_\_\_ Gather and verify details concerning status of anyone affected
- \_\_\_ Make provisions for counseling, as needed
- \_\_\_ Review all aspects of response and preparedness
- \_\_\_ Assess any damage to physical plant — nature and extent
- \_\_\_ Plans for community meetings, memorials, as appropriate.

These steps to be considered as needed:

- Media:       \_\_\_ Determine who “speaks for the school.”
- \_\_\_ Prepare a statement for release to media, summarizing the crisis and describing the school’s response.
- \_\_\_ If necessary, contact members of the press.
- \_\_\_ Consider possible need for school to contract with outside PR counsel.
- \_\_\_ “Tell it all, tell it fast, stick to the facts.”
- \_\_\_ Keep an accurate log of all information released.
- \_\_\_ When needed, hold a press conference:
  - Make available persons with detailed knowledge of the situation and the school. Provide fact sheet about the school.
  - Do *not* allow unrestricted access to the school; offer to escort press.
  - It is also appropriate to ask that press leave when their presence threatens to interfere with the School’s primary mission: the education and well-being of its students.
- \_\_\_ Develop an official press release and letter to constituents.
  
- Legal Counsel
 

Legal protection of the school and school authorities, particularly in cases involving harm to students or complicated personnel imbroglios, may dictate additional steps.

EVACUATION INFORMATION / LOCATIONS / DISTANCES:

For information, parents will be directed to call the school's main number for recorded information.

- Parents on site will be directed to:  
Primary Parent Location— Church Parking Lot
- For Information, Media will be directed to report to:  
Primary Media Location— Christmas Tree Lot on Westover Hills Blvd
- Students will be evacuated to a distance at least 50 feet from the building for all FIRE and Gas evacuations – 49<sup>th</sup> Street Parking Lot

Students will be evacuated to a distance at least 300 feet from the building for all credible bomb threats ---Westover Hills Library

If it is decided not to re-occupy the building, students will be moved to off campus sites at:  
Westover Hills Library

ON-CAMPUS MULTI-HAZARD / EVACUATION LOCATIONS FOR STUDENTS/STAFF:

1. Classrooms
2. Hallways
3. Playground/Parking Lot
4. Grassy Area on Side of Building

OFF-CAMPUS MULTI-HAZARD / EVACUATION LOCATIONS FOR STUDENTS/STAFF:

**Westover Hills Library**

Contact Mary Terry (804) 646-8833 (They can handle 45 people.)

**Parking Lot Behind Community Center**

Contact: \_\_\_\_\_, Facilities Manager. (804)

### **III. Emergency Phone Numbers**

**Rescue Squad, Fire, Police**

911

**Fire/Rescue #20**

**4715 Forest Hill Avenue**

804-646-7000 (General Operations)

**Emergency Communication**

804-780-5100

**Poison Control**

804-858-9123 (Richmond)—Or—

**1-800-222-1222 (National)**

**Chippenham Hospital Emergency Room**

(804) 320-3911

**National Response Team**

**(Chemical/Biological Terrorism)**

1-800-424-8802

**Repairs**

Westover Church : 439-0115 (Dave)

**Westover Office**

Senior Minister: Jeff Hudgins

Secretary: Pat Yeager

(804) 233-9261

Richmond Alarm.....745-1117

**Police Non-emergency**

(Richmond City Police – 3<sup>rd</sup> Precinct)

804-780-5100 or 646-5100

**Richmond City Animal Control**

804-646-8648

**Richmond City Child Welfare –**

**Social Services**

804-662-9771

Dentist:

Chippenham Hospital

804.320.3911

**Metro Richmond Zoo—Reptile Section**

804-739-5666

**Virginia Department of Emergency**

**Management**

**(Chemical Emergency)**

804-674-2400

**Utilities**

**Domion Virginia Power**

1- 888-667-3000

**City of Richmond - Gas**

804-6344-3000

**Water and Sewer – City of Richmond**

804-644-3000

**Telephone - Verizon**

1-800-483-1000

**Cavalier**

TBD

**Other**

Federal Bureau of Investigation: 261-1044

Bureau of Alcohol, Tobacco & Firearms

(Richmond) 560-0005

#### **IV. Minor Injuries**

If in doubt, it is better to call 911 than not. When describing illness or injury to 911, medical personnel or parents, describe only direct observations and observable symptoms, not your own or other's conclusions or interpretations.

Nearest hospital is Chippenham Hospital (CJW) located at Jahnke and Chippenham Pkwy. All Aftercare and kindergarten faculty are required to have CPR and First Aid training and Health Screening. Other faculty and staff are strongly urged to have same.

Care of minor illness or injury when the student is ambulatory will take place in classroom or Front Office. In the case of serious or worsening condition, an adult will be designated to remain with the student and other children will return to their class with an adult, unless their presence is essential. People with training will handle serious cases.

Employee should consult the student's Emergency Medical Form for relevant information pertaining to the student's health, allergies, chronic or recurring conditions, etc. A copy of this form should travel with the student to the Doctor's Office or Hospital.

#### **V. In case of a potentially serious injury or illness**

Phone 911 (If uncertain, call 911)

- ❑ If the illness or injury requires medical care but is not an emergency, staff should arrange transportation to the emergency room, pediatric clinic, or hospital *per instructions of the family*.
- ❑ An employee or the student's parent must accompany a student to the hospital. If employee accompanies child in ambulance, another employee follows in personal vehicle so that the employee who accompanied the student has a ride back to school.
- ❑ DO NOT MOVE THE PERSON in the event of serious injury, loss of consciousness, or an accident involving the neck, back, or leg.
- ❑ Until help arrives, keep student lying down, check for shock (weak pulse, abnormal breathing/skin color, clammy skin). Make student comfortable, loosen tight clothing, cover with coat or blanket. Elevate legs if signs of shock are apparent.
- ❑ Administer or send for First Aid as appropriate.
- ❑ Gather as much information as possible about what happened, names of participants/witnesses.
- ❑ Employee closest to the accident takes immediate charge.
- ❑ A responsible adult remains with the Student at all times.
- ❑ Send a messenger to notify the Administration Office.
- ❑ Secure and consult student's Medical Emergency Form for relevant information. If the incident occurs outside of a classroom, the messenger who notifies office should obtain Form.
- ❑ Provide copies of Student's Emergency Medical Treatment Form to EMT and hospital.
- ❑ In cases where parents cannot be located and 911 is not needed, a designated employee may drive the ill/injured student to the emergency room.
- ❑ If the parents cannot be located, the school may call their designated emergency contacts, child's pediatrician and/or the emergency room.
- ❑ File an Incident/Accident Report with the Administrative Office.
- ❑ Obtain a student accident insurance form from the Business Office for any student requiring medical care.

- ❑ No seriously ill or injured student shall be allowed to go home without being accompanied by a responsible adult. No student should be left at home unless there is some responsible person to give them care.

## **VI. Incident/Accident Report**

*An Incident/Accident Report should be prepared for the Administrative Office in the case of any of the following injuries:*

- *Bone or joint injury resulting in swelling, discoloration, pain or deformity*
- *Puncture wound, deep abrasion, or burn which might require tetanus injection or any other treatment by a physician.*
- *Any injury to head, neck, spine, eyes or teeth.*
- *Laceration requiring suturing.*
- *Animal bites.*
- *Ingestion of any drug, chemical or foreign material*
- *Any other injury that might require medical treatment and/or absence from school.*

*Parents/guardians can obtain Accident Insurance forms/information in the Administrative Office.*

## **VII. First Aid Kits/Equipment**

**First aid kits are located in each class room and administrator's office; these kits are out of reach of children. All aftercare and kindergarten faculty are required to have CPR and First Aid training and Health Screening. Other faculty and staff are strongly urged to have same.**

## **VIII. Major Injuries**

### Designate a Responsible Adult to:

- Phone 911 as needed (see criteria below)
- Stay with the Child/Student
- Administer or call for appropriate first aid
- Phone Parents
- Get story or explanation of what occurred and do follow-up
- Secure and Make Two Copies of Emergency Form/Health Record
- Carry out student management
- File Incident and Accident Report

## **IX. Contacting 911**

### Always Call 911 in the event of:

- Severe vomiting.
- Broken bones.
- Head, neck or back injuries.
- Loss of consciousness and/or unresponsiveness.
- Seizures.
- Severe allergic reactions.
- Excessive bleeding

### Key points for 911 calls:

- Immediately notify the administrator or designee whenever 911 emergency calls are made.
- The caller should make no interpretation, draw no conclusions and report only objective / observable facts.
- The caller should be the main point of contact on the phone with the 911 center.
- The caller should remain calm
- The caller should be prepared to give the following information to the 911 dispatcher:
  - Caller's name (your name as main point of contact)
  - Name of the school that is involved and school address
  - Name of Administrator
  - Details of the incident:
    - ✓ Description
    - ✓ Time of incident
    - ✓ Persons involved
    - ✓ Number of injured, and nature of injuries (if known)
  - Area where public safety personnel should report (main office, front parking lot, etc.)

- Name of school-based contact person to meet upon arrival
- The caller should be prepared to repeat information accurately as needed.
- It may be helpful to make written notes of known facts

#### **X. Procedures in the case of a Death:**

- Phone 911.
- Contact law enforcement; allow them to tell the family members.
- The body should not be moved or tampered with.
- The children should be removed from sight.
- No news media should be contacted; if newsperson solicits information, direct the person to the Administrator.

#### **XI. Psychiatric Emergency**

A psychiatric emergency is an urgent, serious disturbance of behavior, affect, or thought which makes a student unable to cope with his or her life situation and interpersonal relationships. Generally, the following types of symptoms indicate a psychiatric emergency:

- Suicidal threats or attempts
- Harming someone or threatening to do so
- Hearing voices
- Exhibiting uncontrollable anxiety
- Exhibiting bizarre behavior
- Uncontrollable anger
- Uncontrollable crying, extreme nervousness
- Slowing of responses

In the event of a possible psychiatric emergency, one or more employees will take charge of the incident following these guidelines:

- Be alert to possible violent behavior.
- Call 911 if psychiatric symptoms are of a severe nature.
- Contact parent/guardian
- Consult student's Emergency Medical Form
- Verify any medication and authorization to use in particular circumstances
- Protect student and others from harm. Disperse onlookers.
- If possible, place the student in a quiet room. DO NOT leave unattended.
- Gain control of the situation by:
  - ✓ Approaching the student calmly

- ✓ Stating your name
- ✓ Calling the student by name
- ✓ Speaking in one-thought sentences
- ✓ Being consistent in approach and communications
- ✓ Listening and encouraging student to talk

## **XII. Fire Safety Procedures**

During the school year there may be unannounced fire drills at various times of day, including during assemblies, lunch periods, changing of classes, etc. This will provide familiarity with evacuation under a variety of circumstances. The route from each classroom to the nearest exit is posted near the doorway inside each classroom. Emergency forms and information are in the pocket on the back of each classroom door.

Familiarize yourself and your students with the Fire Instructions below. *Emphasize the NEAREST EXIT RULE for times when children are not in their normal classroom.* Practice elements of the fire procedures (for example, lining up and walking to blacktop recess as if it is a fire drill). In the event of a fire/fire alarm:

- Never assume any alarm is a drill.
- Evacuate the area of the fire.
- Activate the fire alarm located on 1<sup>st</sup> floor.
- 4 alarms : Locations: 1) by entrance doors at top of stairs near office 2) by exit to wooden staircase at end of hall next to sixth grade 3) by middle staircase next to girls' bathroom and first grade. 4) next to front downstairs
- Call 911 (use cell phone)
- Direct someone to direct the fire department vehicles.
- Teachers: grab attendance book and evacuate children toward exit shown on their emergency map posted in classroom. Bathrooms and utility rooms are checked by assistant kindergarten teachers. As power goes off follow the emergency egress lights, go out you respective exits and assemble in the grass field adjacent to the children's playground. Eurhythmy room occupants will leave by the front door of the room facing the street.
- Communication of attendance findings and other information may be made by radios, cell phones, or other approved means.
- Administrator will inspect the adjacent bathrooms, and have red grades attendance log with student photos and will also report to field to check attendance. Administrator(s) will also check Rainbow Room, Parent's Association Room, Library, and other Administrative Offices.
- Administrator will establish contact with senior Fire Department Official.
- All staff will remember to close classroom and office doors and windows if possible.
- Evacuation Routes:
  - **Aftercare** faculty and children will exit at the stairway in their room.
  - **The two kindergartens and the faculty lounge** will exit at middle stairs opposite Barbara's office follow egress lights down stairs to church, towards Eurhythmy room, pass it and exit the building through front/main entrance.
  - **First Grade** will exit at the end of hall nearest to them and go down Church stairway
  - **3<sup>rd</sup>, 4<sup>th</sup>, and 6<sup>th</sup>** exit stairway at end of their hall.
  - **5<sup>th</sup> grade, woodworking, library, and administration** will go to main stairway next to the Main office and exit the building at the main/front entrance.
  - **Games Club** will exit from Dining Room door.
  - **Sprouts and Aftercare** will exit 49<sup>th</sup> street door
  - **Gardening Class** and any class on the playground will proceed immediately to 49<sup>th</sup> St. Parking Lot
- All students are to remain quiet and dutifully follow teachers' instructions.

- All class rooms shall be equipped with fire extinguishers for use only on small fires.
- **Fire extinguisher locations:**

Aftercare: on right wall after entering door  
 Kindergarten: Jennifer's: on the shelf near kitchen area  
                   Debbie's: on the floor next to right corner window  
 1<sup>ST</sup> Grade: on the floor in basket near the teacher's desk  
 2<sup>nd</sup> Grade: in the right corner near the bookshelf  
 3<sup>rd</sup> Grade: in the right corner window ledge  
 4<sup>th</sup> Grade: in the right corner window on wall unit heater  
 5<sup>th</sup> Grade: on the floor near the door closest to the woodwork room  
 6<sup>th</sup> Grade: on the floor near the heat next to the right corner window

Handwork Room: None  
 Woodworking Room: None  
 Main Office: None  
 Administrator's Office: On top of the metal cabinet  
 Enrollment/Development Office: None  
 Library: None  
 Finance Office: None  
 Faculty Lounge: On the wall next to the right entrance door  
 Faculty Coordinator's Office: None  
 Rainbow Room: None

### **XIII. Unauthorized Visitors**

- ✓ All visitors should proceed directly to the Main Office to register in the Visitor's Log.
- ✓ All employees and community members should regularly greet each and every person they meet on campus or in the school building.
- ✓ Anyone not recognized or without clear purpose in the school environment should be greeted in a positive manner such as, "Can I help you with anything?"
- ✓ If not immediately assured of the person's role or business in the school ask him or her to state his or her name and purpose of the visit.
- ✓ Attempt to direct the individual to the Administrative office if possible.
- ✓ If the individual refuses to comply or is angry or argumentative, notify Administrator immediately.
- ✓ Do not get into argument or attempt to challenge the trespasser.
- ✓ If you have reason for suspicion, contact the office immediately.
- ✓ Call 911 if person is not cooperative.
- ✓ Keep children out of area until situation is resolved.

### **XIV. Lockdown/ Intruder/ Hostile Person**

At this time, the police department recommends using the procedures for a fire drill in case of the possible scenarios listed below. However, in case the necessity of a Lockdown should arise, these are the appropriate procedures. A Lockdown will be communicated if imminent danger exists inside or outside the building. All staff members need to secure their immediate area, verify the employee and students that are present, and keep the lowest profile possible. Only the Administrator or designee can activate a Lockdown. The Administrator or designee will call 911 explaining the nature of the crisis/emergency. When practical, updated information will be shared with teachers. A Lockdown may be used in such cases as: a trespasser or armed intruder, presence of a weapon or dangerous device, hostage taking or threats, student(s) having a weapon or in emotional or physical crisis. However, at this time, a Lockdown is not the recommended procedure. Follow the protocol for a Fire emergency.

Key points to remember if there is an intruder/hostile person:

- ❑ Treat oral and written rumors or threats as serious matters and report immediately.
- ❑ Access 911 and notify office *only* if your students or your personal safety is not compromised.
- ❑ If directly involved with intruder/hostile person, follow instructions of that person.
- ❑ Try to direct trespasser/intruder to office but do not create a confrontation.
- ❑ Don't threaten, attempt to intimidate, or disarm the intruder or student.
- ❑ Keep students(s) calm. Isolate emotionally or physically impaired student.
- ❑ Aid victims whenever personal safety is not compromised.
- ❑ Administer or call for appropriate first aid.
- ❑ Teachers will be notified by intercom or signal as to how to proceed.

Instructions in case of a Lockdown:

- Assemble classes quickly. If time permits, Staff should look in the immediate area outside their classroom while they are securing that location to determine if any students are stranded in the hallways. These students should be directed into the nearest securable location until further notice.

- Students should remain in, or proceed immediately to nearest lockable room. If not in or near home classrooms such as during restroom break times or specialty classes students should be directed to *nearest* classroom or safe zone.
- **When outside the building:**  
  - An *INTERIOR THREAT* requires employees to move students to a safe and distant exterior location such as the playground or beyond. An *EXTERIOR THREAT* requires employees to move students to a safe and securable interior location.
- All students and employees should immediately move to a “lockdown” status. This means:
  - ✓ Go to nearest classroom/ area that can be secured/locked.
  - ✓ If in the restroom or hallways, immediately move to a secure room/location.
  - ✓ Employees should close and lock all of their classroom doors after looking in their immediate area for any stranded students or employee.
  - ✓ Move away from secured/locked doors while inside the secured classroom, and close windows and window blinds.
  - ✓ Students and employees should maintain the lowest possible profile (lights off, remain calm and quiet until further notice, windows covered, blinds shut) once the area has been secured.
- Teachers will close and lock doors and windows, turning off lights, covering door windows and drawing blinds or shades.
- Locate students in designated area within classroom. Situate class away from windows and doors.
- Turn off lights and maintain quiet.
- Teachers should take attendance using the attendance form for each class. Make a list of students unaccounted for.
- Ignore continuous fire alarm, a fire watch will be established by administrative staff.
- When possible, classes should be joined by class teacher and another adult. Two teachers per class are ideal.
- Doors will not be unlocked unless the administrator determines teachers and students should do so.
- Answer or open door only to recognized school officials or teachers identifying themselves by name and position or to public safety officials identifying themselves by name and position.

## **XV. Weather Related Emergencies**

The school will go down the main stairs near the administrative office, enter the church, turn sharply right, pass the Eurthymy Room, turn left, and line up in the hallway which is windowless.

Hurricane, Tornado, and Thunderstorm Response:

Locate all students to main building. Employees and students should not be outdoors. All persons should take refuge in interior hallways away from windows. Everyone should be seated on the floor as far from glass as possible facing away from doors or windows and covering heads with arms or anything else available.

In case of severe weather:

- Return students to building
- Cancel outdoor recess or other activities that require students to go outdoors
- Notify staff to close blinds and move students away from exterior windows
- Monitor news/weather broadcasts
- Use battery-operated radio (located in the Emergency Kit) to listen to radio stations WRIR97.3 or WRVA 87.7FM or NPR 88.9FM or 1140AM)
- Secure Emergency Kit
- Notify Building Maintenance Staff

## **XVI. Utility Emergency**

**Gas Leak:**

- In the event of a gas leak, the turn off valve is directly to the left side on the ground as you exit the front/main entrance of the school facing the playground.
- Keep fifty feet away from building.
- Administration will call 911 on outside phone.
- Fire evacuation procedures should be followed for exiting the building.
- NO USE of Electricity: Do not turn on or off lights or computers; do not use cell phones within the building; do not use any fire pull stations or intercoms.
- Notification will be verbal.

**Power Failure:**

- Egress lights will come on (there is no building generator).
- Flashlights are in Aftercare, Kindergartens, and Administrator Office.
- Aftercare or Administrator has a battery operated radio with spare batteries taped on the unit.
- Use cell phone to call Dominion Virginia Power at (888) 667-3000.

**Loss of Water:** Emergency water should be used sparingly; this is kept in Administrator's Office.

**Loss of Telephone Service:** Use cell phone in Administrator's Office to call the phone company.

**Loss of Heat:** Notify Administrator who in turn will notify Westover Baptist Church (Dave, at 439-0115).

**Plumbing Problems:** Notify Administrator who in turn will notify Westover Baptist Church (Dave, at 439-0115).

**Problems with Locks and Keys:** Notify Administrator who in turn will notify Westover Baptist Church (Dave, at 439-0115).

### **XVII. Hazardous Material Accidents**

Hazardous Materials are: paint, paint thinner, bleach, chlorinated products, aerosol cans.

- Evacuate the area immediately (see procedures **XVIII** below).
- Do not turn the electricity ON or OFF.
- Call 911
- Do not attempt to touch or contain material.
- Do not attempt to rescue someone overcome by fumes; all chemicals should be washed off immediately.
- Do not return to the building until permitted by the Fire Department.

If the threat is external:

1. Everyone goes inside and gathers in interior spaces (See **XV: Hallway Refuge**)
2. All windows and doors are shut tightly.
3. All ventilation equipment is shut off.
4. Tape may be used to seal around doors and windows.

## **XVIII. Emergency Response: Evacuation to Parking Lot**

This protocol allows for flexibility in evacuating outdoors for any other reason than an immediate fire threat. It may be used when there is a need to rapidly assemble and account for the entire school body. It may be used in preparation for a 300-foot distant evacuation prior to locating students off campus or in the event of possible contamination by hazardous materials. Teachers will be informed by runners, verbally or by alarm or hand signal. All employees should remain alert for special instructions, routes or directions.

When an Evacuation is signaled:

- Evacuate Building immediately
- Be attentive for special instructions
- Be prepared to follow alternate routes as directed
- Gather students at following “Fire Safety Procedures” (Section XII).
- Take attendance.
- Be prepared to report “All Present” or to identify missing students.
- Be ready for additional instructions.

## **XIX. Bomb Threat**

All bomb threats are to be reported by calling 911

- Treat all threats as real.
- Unidentified or suspicious objects should be reported to authorities.
- Evacuate to an outdoor area as far as possible (generic = 150 feet).
- Leave windows and doors open.
- The Administrator or designee will assist with searching and unlocking doors or identifying suspicious packages.
- No re-entry will be allowed until authorized.
- Do not turn on or off anything electrical, including cell phones, computers, copiers, etc.

Telephone Threat

- Staff member must alert another staff member so that the 2<sup>nd</sup> can immediately notify the Administrator or designee to evacuate the building and call 911.
- The receiver of the call should stay on phone as long as possible and record:
  - The exact time the call was received.
  - The callers exact words.
  - A description of the caller’s voice.
  - If there is time, the location of the bomb.
  - The exact time of the intended explosion.
  - A description of the nature and appearance of the bomb.
  - The caller’s name and location.
- Call Taker Reminders:

Be calm and listen carefully.  
Do not interrupt or antagonize the caller.  
Try to develop rapport by being sympathetic.  
Obtain as much information as possible and take notes.  
If possible, signal another person who can call 911.

#### Written Threat

- Handle the written threat as little as possible.
- Save the envelope or container.
- Call 911.
- Notify the administration.
- Evacuate the building.

#### If you find a Suspected Device:

- Do not touch device.
- Do not move or tamper with device.
- Do not attempt to disarm device.
- Do not go near device once it has been discovered.

#### Hallmarks of Suspicious Letters or Packages:

- No return address
- Handwritten addresses
- Item is addressed to an individual by title but without name (e.g. "Counselor," "Principal")
- Item is addressed to "Richmond Waldorf School " only without an individual recipient's name
- Item is addressed to person(s) no longer employed by the school
- Use of incorrect titles
- "Personal" or "Confidential" markings
- Excessive postage
- Excessive weight
- Postmark does not match the return address
- Spelling errors
- Bulky, lopsided or uneven envelope/ packaging

## **XX. Explosion**

- The Administrator/designee should call 911.
- Evacuate the building to at least 300 feet away from the facility.
- Assume there is a secondary device.

## **XXI. Firearm**

In the event of there being a person in possession of a firearm (inside or outside the building):

- Call 911.
- Notify Administrator in charge.
- Administrator or designee activates lockdown procedure if the person is outside the building or evacuation procedure if the person is inside the building using the intercom system to give the safest evacuation route.
- Administrator will use the term “Code Blue” and give the location of the person with the firearm when alerting the staff so as not to alarm the children.
- Await arrival of police.

Observing an abandoned firearm:

- Call 911.
- Notify Administrator.
- Cover with empty container (trashcan) to preserve for evidence.
- Do not leave the weapon unattended.

## **XXII. Crime Scene**

Following any serious incident that has occurred (shooting, fire, explosion, etc.), all physical evidence in the area will be considered a crime scene for investigation by various law enforcement agencies. It is imperative that physical evidence is not altered or touched until they arrive. The yellow caution tape in the emergency kit is to be used for blocking off the area.

## **XXIII. Media Procedures**

- Disclose all information as to what caused the event as quickly as possible.
- Update information frequently, either hourly or more often if needed as developments occur.
- Prepare a statement for release to media, summarizing crisis and describing the school’s response.
- “Tell it all, tell it fast, stick to the facts.”
- Keep an accurate log of all information released.
- If needed, hold a press conference; make available those persons with detailed knowledge of the situation and the school.
- Provide fact sheet about the school.
- Do *not* allow unrestricted access to the school; offer to escort press.
- It is appropriate to ask that press leave when their presence threatens to interfere with the school’s primary mission: the education and well-being of its students.
- Develop an official press release and letter to constituents.
- Consider possible need for school to contract with PR counsel.
- Track coverage in the press, letting minor errors in reporting go, but correcting major errors aggressively.

## **XXIV. Review and Debriefing**

Employees involved/responding to the incident will meet to debrief within 24 hours of an emergency event. The Administrator / designee will determine when, where, and who should attend debriefing sessions and subsequent post-crisis meetings. Plans and procedures will be fine-tuned and a determination will be made of how many meetings could be needed to return school to normal operations.

### Post-Crisis Response:

- Review all aspects of response and preparedness.
- Evaluate all employee actions.
- Evaluate all student actions.
- Plan and do follow-up communications work.
- Determine for whom and to what extent counseling services will be necessary.
- Identify resources for outside/mental health assistance.
- Identify a site in school where assistance may be sought.
- Schedule crisis intervention sessions for the community as needed.
- Make provisions for community meetings, memorials, as appropriate.
- Assess any damage to physical plant — nature and extent.
- Identify any work that must be done to the physical plant for school to operate.
- Identify locations in which classes may resume.
- Evaluate media coverage and prepare a final press release to wrap-up the incident.
- Look for opportunities to generate positive follow-up coverage.

## **XXV. Emergency Kit**

The Emergency Kit (located in the Administrator's Office) should be taken along in any evacuation of the building and should be readied in the case of an alert, lockdown or hallway refuge procedure.

### Contents:

The contents of the emergency kit will be checked by a designated employee monthly, especially as to the condition of batteries and flashlights and the accuracy of the student and staff lists.

- combination flashlight/AM-FM radios
- first aid kit
- blood borne pathogen kit
- megaphones
- staff cell phone list
- floor plan of school (5 copies)
- campus map (5 copies)
- local area map (5 copies)
- evacuation route map (12 copies)
- evacuation route directions (12 copies)
- labeled map of emergency cut-offs (water, gas, electric) (5 copies)
- roll of yellow caution tape
- green identification vest
- pads of paper and pencils
- copy of emergency response plan guidelines and procedures
- list of class schedules
- list of current employees, students, and Board of Trustees
- emergency cell phone (to be kept charged at all times)

**XXVI. Emergency Planning Checklist:**

- Faculty and Administration have reviewed this plan.
- The comprehensive plan has been critiqued by public safety officials.
- Emergency Procedures have been discussed with all employees at the beginning of the school year. Date of meeting: \_\_\_\_\_
- A copy of the school Emergency Response Plan has been provided/made available to all employees.
- Teachers have been informed to place a copy of this plan in substitution folders.
- Parents/guardians have been informed whom they can call and where they should report to obtain information and pick-up their children in the event of an emergency.
- Parents are aware of the location of possible evacuation zones and sites.
- An administrative staff meeting has been scheduled to review the crisis plan.
- The required number of fire drills has been scheduled for the school year.
- An Emergency Response based evacuation/multi-hazard drill has been scheduled for the current school year.
- The emergency kit contains a complete copy of the School Emergency Response Plan.

**XXVII. Administrator Designee**

If the Administrator (Mike Bogil) is off premises, the following will act in his capacity in an emergency. After 3pm, a member of the Administration will be at RWS until 5:30pm or until all children have left the building. This person will act as the designee.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING DESIGNEE 8AM UNTIL 1PM	<b>Martha</b>	<b>Georgia</b>	<b>Michaela</b>	<b>Georgia</b>	<b>Martha</b>
AFTERNOON DESIGNEE 1PM UNTIL 3PM	<b>Martha</b>	<b>Michaela</b>	<b>Amy</b>	<b>Amy</b>	<b>Martha</b>

**XXVIII. Document Management**

The RWS Emergency Response Plan is not a static document. As changes and revisions are made, every copy must be replaced with the most up-to-date, accurate version. This is essential to an effective plan. The Administrator must use this checklist to ensure that every copy of the Emergency Response Plan is the most current after every revision.

- Main Office
- Bulletin Board
- Debbie’s Kindergarten
- Jennifer’s Kindergarten
- 1<sup>st</sup> Grade Classroom
- 2<sup>nd</sup> Grade Classroom
- 3<sup>rd</sup> Grade Classroom
- 4<sup>th</sup> Grade Classroom
- 5<sup>th</sup> Grade Classroom
- 6<sup>th</sup> Grade Classroom
- Handwork Room
- Woodworking Room
- Emergency Kit

Date: \_\_\_\_\_ Administrator’s Signature: \_\_\_\_\_