

Sanderling Waldorf Emergency Procedures

In case of accidental injury requiring the aid of a physician or paramedic, we will immediately attempt to contact a parent. If unable to make contact, another authorized person listed will be contacted. Please be sure to **notify the school** as soon as possible if your emergency information changes (e.g. home or cell phone number).

Following are the regulations regarding emergency drill procedures for Sanderling Waldorf School, which correspond to the California State School Emergency Policies.

Safety

We make every effort to maintain a safe environment for the children. All guests to the campus are expected to sign in at the Office. We ask that parents remain alert in the supervision of their children while on school grounds. Once children have been dismissed by the teacher, parents are responsible for their supervision and safety. Unsupervised children will go to the office until a parent arrives.

Fire Drill Procedure:

OFFICE:

- **Take ALL SCHOOL DIRECTORY clipboard and EMERGENCY BACKPACK.**
 - (Located in the tan file cabinet in office)
- Proceed to the basketball court and stand up against the fence in order of grades.
- Check in with teachers about attendance- check against daily attendance to make sure all are accounted for.
- Check the fire alarm box.
 - **PROCEDURE:** Key located behind reception desk on wall.
 - Fire Alarm box is located behind Parent/Child classroom. Fire alarm box is to the immediate right.
 1. Press the “Ack” button to acknowledge the alarm. The display will tell you which classroom to check. (Remember, the numbers are those given by Magnolia (blue signs), not the Sanderling classroom numbers.)
 2. Check the room identified as alarm source to see if there is a fire.
 3. If there is no fire, return to the box and press the “Alarm Silence” then “Alarm Reset” Buttons. If there is a fire, immediately leave campus, do not return to box

TEACHERS:

Take ATTENDANCE and EMERGENCY BACKPACK with you.

- Students and teachers proceed silently from the classroom towards the basketball court and playground. Stand in front of designated sign with backs to the building. Teachers take attendance and check in with office staff to make sure all are accounted for. Wait for the all clear to return.

Off-Site Evacuation:

(IF WALKING)

OFFICE:

- (1 person) Take Emergency Backpack & All School Directory and proceed to Holiday Park. Set up check in table. Communicate with office staff.
- (1 person) Initiate ONE CALL NOW PROCESS. Proceed to Holiday Park.
- (1 Person) Relay all information to teachers using walkie-talkies. Provide support to teachers evacuating children. Building check. Proceed to Holiday Park. Check in with office staff.

TEACHERS:

When you hear the “Project Deer” announcement over the walkie-talkies, **take attendance, emergency backpacks and water jugs**. Students and teachers proceed to Holiday Park (See Map). Check in with office staff.

(IF DRIVING)

OFFICE:

- **Take EMERGENCY BACKPACK & ALL SCHOOL DIRECTORY** Report to
 - (1) courtyard,
 - (2) parking lot,
 - (3) end of driveway,
 - (4) middle-school parking lot across the street (safety depending.)Determine number of students/staff/cars/safe location. Initiate the ONE CALL NOW PROCESS Assign roles. Begin evacuation.

TEACHERS:

- **Take ATTENDANCE and EMERGENCY BACKPACK with you**
- All teachers and students report to
 - (1) courtyard,
 - (2) parking lot,
 - (3) end of driveway,
 - (4) middle-school parking lot across the street (safety depending.) Half of teachers stay with students. Rest of teachers convene with office staff to determine amount of car space and roles. Proceed evacuation.

Roles:

- Drivers/Shuttle
- One Call Now Process
- Stay with children
- Dismissing Children/Attendance Records

Earthquake (Explosion) Drill

(INSIDE)

OFFICE:

Have emergency backpack accessible. Get under a desk or table. Put your head between your knees, with your hands over the back of your head. Duck, cover and hold until the shaking stops or for at least 20 seconds. If real earthquake, leave building and do not reenter unless deemed safe.

TEACHERS:

Have emergency backpack accessible. Have students get under desks. If possible, pull away from windows/doors/large structures. Have children place their head between their knees and their hands on the back of their head. Duck, cover and hold until the shaking stops or for at least 20 seconds. If real earthquake, leave building and do not reenter unless deemed safe. Proceed with evacuation as indicated.

(OUTSIDE)

OFFICE:

Move away from buildings, trees and over hanging wires. Duck, cover and hold on. If you can move away from big objects or find cover, do so. Remain in place until shaking stops or at least 20 seconds. If real earthquake, do not enter building until deemed safe.

TEACHERS:

Instruct students to move away from buildings, trees and over hanging wires. Duck, cover and hold on. If you can move away from big objects or find cover, do so. Remain in place until shaking stops or at least 20 seconds. If real earthquake, do not enter building until deemed safe. Proceed with evacuation as indicated.

Emergency Student Release:

OFFICE:

- Use **One Call Now** to notify parents by phone, text and email.
- Post on Facebook about early release.
- Post announcement on website about early release.
- Confirm Attendance numbers with Teachers

TEACHERS:

Students stay in classrooms and parents sign children out with emergency release forms. Teachers frequently check in with administration about pick-up status.

Lock Down Procedure

OFFICE:

- Announce over Walkie-Talkies “Project Snail” Wait for responses.
- Shut blinds, turn off lights, lock doors. Pull out emergency backpack.
- Deliver the “All Clear” when appropriate.

TEACHERS:

Once you here the lockdown signal “Project Snail”, lock doors, close blinds, turn off lights and have all children sit in a secure area of room, away from doors and windows. Have emergency backpack and binder easily accessible. Reply to office with your grade and if you are “Ready.” (Example: “Grade One Ready”) Wait for the “All Clear” or more instructions.