EMERGENCY OPERATIONS PLAN

Summerfield
WALDORF SCHOOL & FARM

rev. 08.4.2025

Preface

The School Site Emergency Plan is designed for use as a school resource for prevention/mitigation, preparedness, response, and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under Senate Bill 187, Education Code Section 35294, Statutes of 1998, and the National Incident Management System. It is designed to be a living document that is updated as necessary to meet site, and community needs, forms, and/or requirements—therefore, it should be maintained in hard copy and electronic form.

This document is NOT intended to be a "grab and go" guide in an actual emergency.

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SECTION 1: INTRODUCTION

Overview

The School Site Emergency Plan provides an operational template for Summerfield Waldorf School & Farm (SWSF) to prepare for, respond to, and recover from disasters that may occur within the greater Sonoma County area. The emergency organizational structure identified in this plan is consistent with the federally mandated National Incident Management System (NIMS) and the State of California's Standardized Emergency Management System (SEMS), and it effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).

Purpose

The purpose of the School Site Emergency Plan is to provide a unified template to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations.

Scope

The School Site Emergency Plan guides a coordinated school staff response to an emergency, disaster, or event and aids in directing emergency response activities toward reaching an agreed upon goal. School Site Emergency Plan procedures are scalable in order to address incidents that may develop over time and those that may occur without warning.

Objectives

The objectives for the School Site Emergency Plan are as follows:

1. Protect the safety and welfare of students, school staff, and visitors.
2. Provide for a safe and coordinated response to emergencies.
3. Protect the school's facilities and properties.
4. Enable the school to restore normal conditions with minimal confusion in the shortest time possible.
5. Provide for the interface and coordination between SWSF and the County of Sonoma's Emergency Operations Center (EOC).

SECTION 2: CONCEPT OF OPERATIONS

Incident Command System

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept. ICS is based on a flexible, scalable response organization providing a common framework within which people can work together effectively.

A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine events to a larger organization capable of handling catastrophic events.

Standardization through the use of common terminology is an important part of ICS. Common terminology helps to define organizational functions, incident facilities (e.g., EOC), resource descriptions, and position titles. Incident terminology should be known before an emergency, disaster, or event.

Primary Incident Command System Functions

Incident/School Commander (the "Leader")

The Command Section is responsible for overall policy, direction, and coordination of the emergency response effort during the incident. The Command Section Staff is also responsible for interacting with response agencies.

Operations Section (the "Doers")

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reducing the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning/Intelligence Section (the "Thinkers")

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also develops Field action plans for implementation by the Operations Section.

Logistics Section (the "Getters")

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

Finance and Administration Section (the "Collectors")

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative

requirements and acts as the clearinghouse for documentation during the recovery phase.

ICS Unified Command Structure

Unified Command is an important element in multi jurisdictional or multi agency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

As a team effort, Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operating without a common system or organizational framework.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident participate in the Unified Command structure and contribute the following process and responsibilities:

- Determine overall incident strategies.
- Select objectives.
- Ensure that joint planning for tactical activities is accomplished in accordance with approved incident objectives.
- Ensure the integration of tactical operations.
- Approve, commit, and make optimal use of all assigned resources.

Advantages of Using Unified Command

- One set of objectives is developed for the entire incident.
- All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

SECTION 3: PREPAREDNESS EFFORTS

Preparedness

Emergency preparedness starts with school staff emergency preparedness at home. To ensure school staff are able to adequately respond to an emergency, disaster, or event, the following personal preparedness measures should be taken:

- Create a 72-hour emergency supply kit for the home.
- Create an emergency car kit/office kit, including comfortable clothes and shoes as well as medications.
- Develop a plan to reunite with family members.

To help school staff with personal emergency preparedness, brochures are available from the local chapter of the American Red Cross (www.redcrossbayarea.org).

Responsibilities

School Responsibilities

In case of a declared emergency during school hours, all students will be required to remain at school or an alternate safe site under the supervision of school staff. Students will not be permitted to leave the school site until:

1. Regular dismissal time and only if it is considered safe to do so, or
2. An adult authorized by the parent or legal guardian whose name appears on the Student Emergency/Medical Information Card arrives to pick up the student. Additionally, please note the following:
    a. If students are en route to school, they shall continue to school.
    b. If students are on their way home from school, they are to continue home.

During a declared emergency, those students who have not been picked up by their parents or other authorized person may be taken by school personnel to another site where consolidated care, food and shelter, can be provided. This information will be given to the media stations and posted at the original site, if possible, to keep parents/guardians informed. Refer to the SWSF Emergency Operations Plan—Parent Child Reunification (Appendix A) for additional information on short- and long-term reunification.

Parent/Guardian Responsibilities

Parents and legal guardians of students will be provided with a Student Emergency/Medical Information Card each year. In case of a declared emergency, students will be released ONLY to persons designated on this card. Parents/guardians are responsible for ensuring that information on the Student Emergency/Medical Information Card is current at all times.

Parents/guardians are asked to share with SWSF the responsibility for informing students what they should do in case of an emergency, disaster, or event. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while they are under school supervision.

It is critical that students do not have directions from parents/guardians that are contrary to the school's stated policy on retention at school and authorized release in case of a severe emergency.

Drills

SWSF is responsible for conducting routine earthquake and fire drills. The Lower School Secretary or designee shall keep a copy of each drill conducted on the Emergency Drill Report form (Appendix E: Exercise and Drill Record).

Earthquake Drills

The following standards must be met to ensure a successful earthquake drill:

- The Fire Alarm/Public Announcement can be heard/seen by all staff and students.
- Immediately after the earthquake alarm/public announcement sounds, all students, teachers and other employees:
    - DROP down on the floor;
    - Take COVER under a sturdy desk, table, or other furniture with backs to the windows and protect head and neck with arms; and
    - HOLD onto the furniture and be prepared to move with it.
    - When "shaking" stops, evacuate to initial evacuation locations.
    - Teachers take roll and report missing students to Admin Staff.
- Upon sounding of the "All Clear," students and staff will return to their appropriate classroom, and the teacher will take roll. Missing students must be reported to the Main Office immediately.

Fire Drills

The following standards must be met to ensure a successful fire drill:

- The Fire Alarm/Public Announcement can be heard and/or seen by all staff and students.
- Orderly evacuation to initial evacuation sites begins immediately and is completed within minutes of the initial alarm, with minimal congestion.

- Teachers and students will gather in an orderly fashion in pre-designated evacuation areas away from fire lanes.
- Teachers will take roll once in the evacuation area. Any missing students will be immediately reported to the Site Manager or designee (Admin Staff).
- Teachers and students move to the final evacuation area if asked to do so and take roll again.
- Upon sounding of the “All Clear,” students and staff will return to their appropriate classroom and the teacher will take roll. Missing students must be reported to the Main Office immediately.

SECTION 4: EMERGENCY RESPONSE ROLES

Overview

In the event of an emergency, school personnel must be aware and familiar with their emergency response roles and responsibilities. School personnel emergency response roles are identified and described in this section. In those incidents involving localized emergencies normally concerning one school, the Crisis Response Team (CRT) will be activated.

Emergency Response Team

The Site Emergency Response Team (ERT) is responsible for coordinating emergency response by all staff and students at the school site. The ERT organization, which is consistent with the statewide Standardized Emergency Management System (SEMS), is composed of the Command, Operations, Planning, Logistics, and Administration/Finance Sections. ERT functions will be activated to the extent required by the situation, and within the limits of available staff to fulfill each function. When necessary, available personnel may assume more than one role until additional personnel are able to respond. ERTs will remain in charge of the incident until relieved by emergency first responders.

Faculty

Teachers not assigned as ERT members are responsible for providing care and supervision of students and must remain with students at all times; directing students in appropriate emergency procedures; sending students in need of first aid to the first aid station; calming frightened students; helping restore order; taking attendance; reporting missing students and their last known location to the Search and Rescue Team; releasing students to Student Release team as requested; documenting where you have sent students (First Aid, Student Release, etc.) and assisting other staff and students as needed.

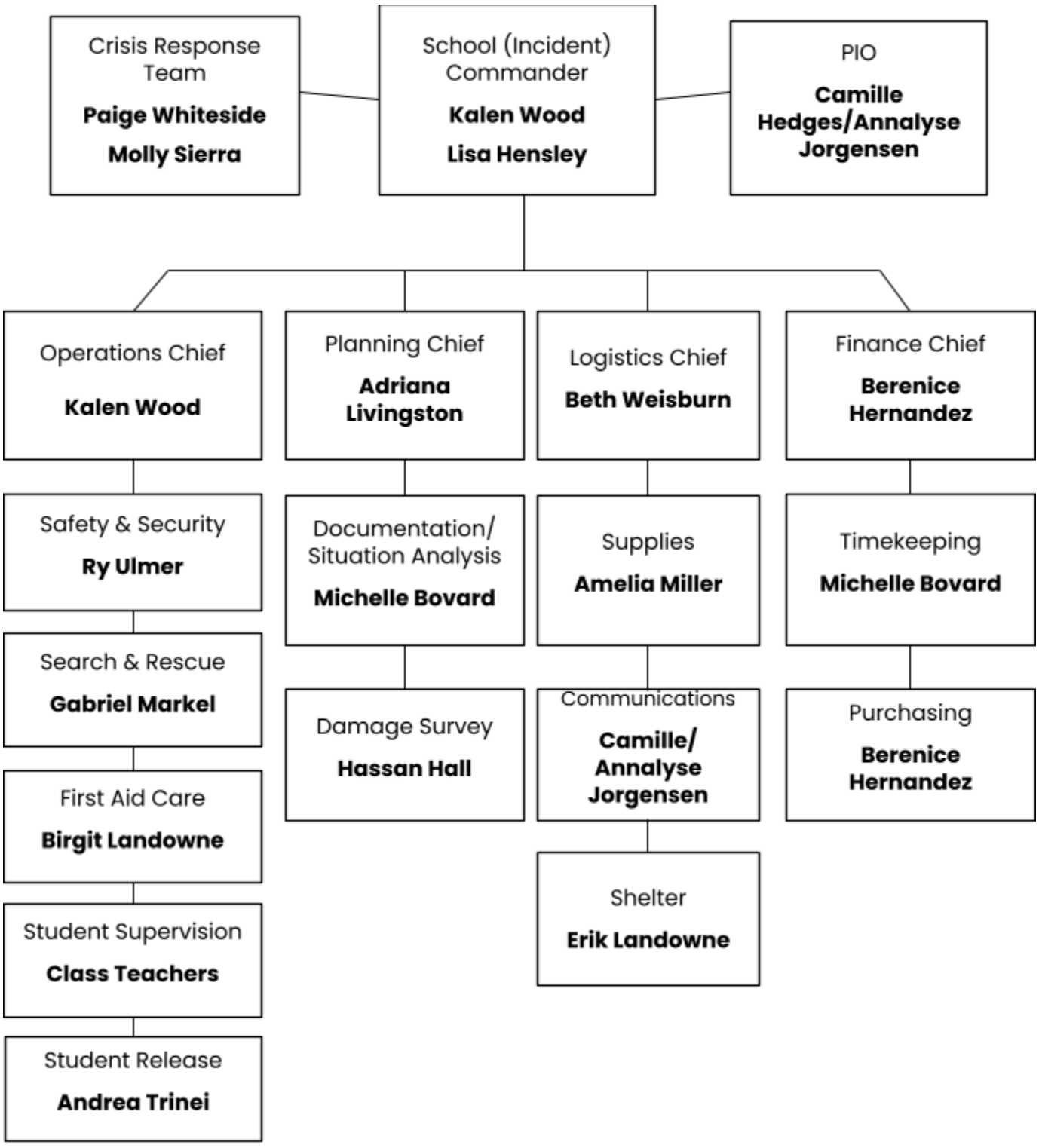
Non-Instructional Staff

Non-Instructional staff members not assigned as ERT members will assist with emergency response duties as assigned by the School Director or designee.

School Director

The School Director or their designee implements the School Site Emergency Plan when notified of a declared emergency or when deemed necessary; establishes a Site Command; orders evacuation from building and/or site as deemed appropriate; directs ERT response to life safety threats (fires, fallen electrical lines, hazardous material spill, etc.); and determines the need for and requests public safety assistance when necessary. During off-hours, and upon the occurrence of an obvious disaster, the School Director or their designee reports immediately to the school site to conduct a damage survey. The School Director or their designee will initiate a recall to duty of additional site personnel as warranted by the situation.

School Incident Command System (Leads)



School Emergency Response Teams

Command Staff

Team	Team Leader
Incident Commander: Oversees Management of the incident.	Kalen Wood Lisa Hensley
Public Information Officer (PIO): Coordinates with the Incident Commander on the release of information to the media and prepares and distributes press releases as appropriate.	Camille Hedges/Annalyse Jorgensen

Operations

Team	Team Leader	Staff
Operations Section Chief: Organizes and Oversees each Operations Team, as necessary; ensures that teams are properly equipped for their assigned role.	Kalen Wood	Lisa Hensley
Safety and Security: Organizes safety and security teams as indicated; extinguishes fires, ensures emergency assembly area(s) are accessible and safe; secures evacuation routes and assists in site evacuation; secures access to site by emergency vehicles; seals off and posts areas where hazardous conditions exist.	Ry Ulmer	David French Erik Landowne
Search and Rescue: Assigns search and rescue teams to complete a systematic search of all rooms in pre-assigned areas, including bathrooms and offices for injured and/or trapped individuals; requests on-site medical assistance as indicated, reports status to Operations Section Chief.	Gabriel Markel	Michael Herman Rose MacDonald Barb Kobabe

First Aid Care: Establishes a first aid station, if necessary; assigns first aid teams; assesses injured and provides first aid care; determines the need for skilled medical and requests for assistance through School Admin or designee; establishes priorities for the transport of the injured to hospitals, when transport is available; and maintains a recorded of the name and destination of those transported.	Birgit Landowne	Sarah Hill Hayden Terstegge Jun Kong
Student Supervision: Establishes location(s) and provides a safe and calm environment for students; ensures all students are accounted for and works with Student Release to reunite students with parents.	Class Teachers	N/A
Student Release: Oversees the release of students to parents or authorized person indicated on the Authorized Pick Up List (from the Student Emergency/Medical Information Card) and has parent sign and date when student is picked up.	Andrea Trinei	Cassandra McNally Berenice Hernandez Amelia Miller Acacia Brisbois

Planning

Team	Team Leader	Staff
Planning Section Chief: Organizes and oversees damage survey teams, if necessary; compiles damage and status information; ensures that teams are properly equipped for their assigned role; when necessary, accesses outside assistance; and ensures that an accurate written record of the site's emergency response is initiated and maintained.	Adriana Livingston	Lorian Shick

Documentation/Situation Analysis: Organizes all status reports; compiles a written record of emergency response activities; and compiles damage and status documentation for the post-event critique and After-Action Report. Forms needed to access FEMA/Gather information/intelligence and provide the most up-to-date information regarding the incident.	Michelle Bovard	Cassandra McNally
Damage Survey: Assigns damage survey teams to conduct a systematic survey of site damages; surveys damage to utility systems and shuts down main power, and water mains, as indicated; follows damage control procedures to provide the safest possible environment and limit damage to site facility; safeguards all usable water within the building; performs emergency repairs as necessary; and reports status to the Operations Section Chief.	Hassan Hall	Ed Fletcher Alex Morazan

Logistics

Team	Team Leader	Staff
Logistics Section Chief: Recruits and manages staff and volunteers as requested by other Branch Coordinators; procures supplies and equipment to support response operations; and arranges for conversion of the site to a Red Cross shelter when requested.	Beth Weisburn	Molly Sierra
Supply: Obtains and distributes equipment and supplies necessary to support emergency operations; tracks all supplies and equipment; and reports to the Logistics Section Chief.	Amelia Miller	Caleb Forchen Isabel Wundsam Isabel Vallejo
Communications: Utilizes communications tools (phone, 800-MHz) to maintain communication with outside entities as needed.	Camille Hedges/Annalyse Jorgensen	N/A

Care and Shelter: Assesses restroom and cooking facilities and the adequacy of available food, water, blankets, and other supplies; determines what additional equipment and supplies are needed; and requests needed resources from the Supply Coordinator.	Erik Landowne	Allen Lifson Caitlin Lewis Maria Morales Any Available Teachers

Finance

Team	Team Leader	Staff
Finance Section Chief: Oversees all members of the Finance Team; ensures that all financial data is being recorded and cataloged properly for future reimbursement.	Berenice Hernandez	N/A
Timekeeping: Compiles a record of employee time devoted to response and recovery efforts.	Michelle Bovard	N/A
Purchasing: Compiles all disaster-related expenditures.	Berenice Hernandez	N/A

SECTION 5: EMERGENCY RESPONSE ACTIONS

The following emergency response actions refer to the Site Manager, or appropriate designee as the "School Director." In addition, the Public Information Officer (PIO) for Summerfield Waldorf School and Farm (SWSF) is referred to as the Office of Public Outreach and Communication, and each site must assign an Emergency Planning Coordinator who is responsible for emergency response actions.

It is important to note that School Directors are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, School Directors must exercise discretion in implementing standardized procedures, and should consider modifications, as necessary, to ensure the health and safety of all personnel during an emergency.

Every effort has been made to address the requirements for the special needs population, where appropriate. It is the responsibility of the School Director and individual teachers to ensure that hearing, sight, mobility impaired students, as well as other special needs students, are accounted for and receive appropriate instructions.

Earthquakes: Drop, Cover and Hold On

Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, including severe weather.

The action to "drop, cover and hold" is normally initiated by a PA announcement, classroom teachers or it may be initiated by the incident itself, such as shaking in an earthquake. Instruct all students and staff to act immediately when they become aware of the danger and not to wait for someone to tell them!!

INDOORS

- ✔ Students, staff, and employees drop immediately to the floor and crawl under their desks (or a table or workbench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✔ Stay put until the shaking stops, then immediately evacuate to initial evacuation zones.
- ✔ Check for injuries and make sure everyone is accounted for.
- ✔ If the emergency is massive and severely damages the building, evacuate to the *Final Evacuation site*, located on the field beyond the basketball courts.

HALLWAYS AND BATHROOMS

- ✔ Kneel next to a bare, inside wall and place your hands over the back of your neck.
- ✔ Stay put until the shaking stops, then immediately evacuate to initial evacuation zones.
- ✔ Check for injuries and make sure everyone is accounted for.
- ✔ If the emergency is massive and severely damages the building, evacuate to the Final Evacuation site, located on the field beyond the basketball courts.

OUTDOORS

- ✔ Move away from trees, billboards, signs, buildings, electrical wiring and power poles.
- ✔ Drop to the ground and cover the back of your neck with your hands.
- ✔ Stay put until the shaking stops, then immediately move to initial evacuation zones.
- ✔ Check for injuries and make sure everyone is accounted for.
- ✔ If the emergency is massive and severely damages the building, evacuate to the Final Evacuation site, located on the field beyond the basketball courts.

NOTE: *After an earthquake, remember to stay alert for aftershocks!*

Fire: Evacuation

ON-SITE EVACUATION

- ✔ Either the alarm will sound, or you will determine to evacuate.
- ✔ Evacuate class to assigned initial evacuation location.
- ✔ Close doors, but do not lock them; take roll book and classroom radio.
- ✔ Take roll to determine if anyone is missing and add names of guests/visitors.
- ✔ Report missing students to Admin Staff.
- ✔ Maintenance or School Admin will open necessary gates for emergency vehicles.

RETURNING TO CLASSROOMS

- ✔ You may return to your class with your students once the all-clear is given.

NOTE: *During wildfire season, there is the possibility of thick smoke in the area. If this happens, classroom air purifiers will be turned on and staff will distribute N95 face masks for use outside classrooms. See Air Quality Protocol & FAQ for more info.*

Disturbance near/on Campus: Shelter-in-Place/Lockdown

Shelter-in-Place or Lockdown is the response action initiated when schools are faced with an unknown threat or disturbance, there is police activity in the vicinity that could threaten the safety of students and staff, a hazmat situation or an unsafe animal on campus.

Lockdowns are serious business. When a school official initiates a lockdown it means that there is an immediate and possibly life-threatening situation on or near campus.

WHEN A SHELTER-IN-PLACE OR LOCKDOWN IS INITIATED

- ✔ PA system will be initiated instructing campus to LOCKDOWN.
- ✔ ***Sit tight!*** When law enforcement arrives on campus, they will give you instructions.

NOTE: *"Lockdown," like "Drop and Cover," can be initiated by a teacher or employee in response to any appropriate incident. When initiated by teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.*

IN CLASSROOMS AND OFFICES

- ✔ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until the "All Clear" signal is given.
- ✔ Silence all cell phones, but leave them powered on.
- ✔ If a Shelter-in-Place is called for, class may continue as usual.
- ✔ If there is a Lockdown, use furniture to barricade the doors and windows, move all students and staff away from windows and stay low (below window line) and spread out.
- ✔ Keep calm and quiet.

REMAIN in classrooms and offices until the "All Clear" signal is given or you are escorted out by first responders.

OUTDOORS

- ✔ **IMMEDIATELY** move inside the nearest building, or off-campus–whichever is closer/safer.
- ✔ Follow procedures above.
- ✔ **REMAIN** in place until the "All Clear" signal is given or you are escorted out by first responders.

Active Shooter on Campus: ALICE Protocol

ALICE protocol (**A**LERT, **L**OCKDOWN, **I**NFORM, **C**OUNTER, **E**VACUATE) is the response action initiated when schools are faced with extremely violent behavior, like an active shooter. Your first notification of danger may be by a PA or classroom radio announcement or the noise of a disturbance or shooting. Based on the information you are able to gather, decide on your safest course of action:

- ✔ **EVACUATE:** if the disturbance is at a distance and it is safe to do so, the best course of action is to evacuate away from the disturbance.
- ✔ **LOCKDOWN WITH ENHANCEMENTS:** if it is not safe to evacuate, shut and lock all doors and windows, barricade doors and windows with furniture using any methods necessary to keep danger out, silence cell phones but leave them powered on.
- ✔ **COUNTER:** in the event an active shooter gains access to your location, use methods to distract (run around, yell, throw things) and as a very last resort swarm shooter.
- ✔ **INFORM:** share any info via phone or classroom radio if it is safe to do so.

Flooding: Flood Plan/Close School

Prolonged periods of heavy rain in combination with high tides can occasionally cause flooding in the SWSF parking lot. Classes will be held as usual when the parking lot floods as long as it is safe to do so. If the parking lot becomes flooded, the School Director will initiate the Flood Plan (Appendix B) for student drop-off and/or pick-up. If the parking lot becomes completely flooded and impassable, school may be canceled/closed until waters recede.

Gas Leak:

The person detecting the odor of natural gas will:

- ✔ Notify the School Director
- ✔ Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).

The School Director will:

- ✔ Immediately call 9-1-1 and notify Fire Department and provide:
    - Building address
    - Site name
    - Description of the odor
    - Location of the odor
- ✔ If ordered to do so, evacuate the building.

- ✔ If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the Santa Rosa Fire Dept.
- ✔ Notify Pacific Gas & Electric (PG&E) at 1-800-468-4743.
- ✔ Notify Facilities Manager and Maintenance Supervisor.

Intruder on Campus:

A campus intruder is defined as an individual who loiters or creates disturbances on school property.

If an intruder is found on campus:

- ✔ Assess the situation and if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner (arrange for someone to be with you in advance).
- ✔ Identify yourself as a school official.
- ✔ Ask the intruder for identification.
- ✔ Ask them what his/her purpose is for being on campus.
- ✔ Advise the intruder of trespass laws.
- ✔ Ask the intruder to quietly leave the campus or invite him/her to accompany you to the Main Office.
- ✔ If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- ✔ If the intruder gives no indication of voluntarily leaving the premises, call 9-1-1 and provide a description and location of the intruder. Notify staff to lock down.

If an intruder appears on school grounds during recess or lunch:
Outdoor supervisors should immediately notify the School Director and guide all students to nearby buildings.

- ✔ Lock all doors and windows (Shelter-in-Place).
- ✔ Wait for further instructions from school officials or the Sheriff.

In the event the perpetrator(s) is inside a classroom:

1. Staff should take a leadership role and perform the following actions:
    a. Calm, reassure, and quiet others (students/staff).
    b. Staff actions will influence others.
2. Staff should attempt to actively diffuse the situation:
    a. Attempt to quietly move students away from the perpetrator.

b. If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.

3. If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture).
4. If it is safe to do so, use classroom radio to notify Main Office for help/to initiate Lockdown.

Bomb Threat:

In most cases, threats of a bomb or other explosive device will be received by telephone.

- ✔ Attempt to gain as much information as possible using the "Bomb Threat Checklist" in Appendix C. Do not hang up on the caller.
- ✔ Immediately notify the School Director and alert them to call 9-1-1 and provide:
    - Your Name
    - Call back phone number
    - Exact street location with the nearest cross street
    - Nature of incident
    - Number and location of people involved and/or injured
- ✔ Instruct all students and staff to silence cellular devices and radios.
- ✔ Sound the fire alarm to evacuate all involved buildings.
- ✔ Secure all campus exits to prevent re-entry to buildings.
- ✔ Follow directions from the Sheriff.
- ✔ Re-occupy buildings when instructed to do so by Sheriff.

SECTION 6: EMERGENCY EVACUATION PROCEDURES

Schools are responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, schools must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or/cognitively/emotionally impaired, must be assisted.

Schools must identify the location of potential evacuation sites and address the following:

- The population of people with disabilities/special needs.
- Appropriate signage and equipment (e.g., EVAC Chairs) needed for individuals with disabilities/special needs.
- Training for school staff to assist individuals with disabilities/special needs.
- Coordination with first responders.

Evacuation Locations

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, schools must identify safe evacuation locations to relocate the school population.

On-Campus Evacuation Location

School officials have reviewed school site layout and determined where the safest outdoor location is on campus to assemble students and staff, taking into consideration that there is adequate space for the entire school population and there is no danger of falling debris or power lines.

Primary Location:	ECE Buildings:	Track and Field
	After Care & Sophia Hall:	Behind LS Classrooms
	LS Buildings:	Behind LS Classrooms
	HS Portables:	High School Lawn
	HS Buildings:	High School Lawn
	Eurythmy Barn, Art Tech, Circus Tent, Farm:	Soccer Field

Secondary Location: All move to Track and Field

Off-Campus Evacuation Location (Sister Sites)

It is recommended that SWSF have at least one pre-identified alternate location or sister site to act as the off-campus evacuation for each school. These sister sites should be identified to house the entire school population. Due to the unique location of SWSF, options are limited, not in the immediate proximity and could require walking on a road with no shoulder. Therefore, use of Off-Campus Evacuation sites will only be utilized as a last resort.

Primary Off-Site Evacuation Location
"White House" Residence south of track
597 Willowside Rd. Santa Rosa
707-486-7859

Secondary Off-Site Evacuation Location
Willowside Middle School
5299 Hall Road, Santa Rosa
707-542-3322

Evacuation Routes

If an emergency occurs and an evacuation is needed, school sites should have pre-designated routes to all evacuation locations. Each classroom is required to have posted its primary and secondary evacuation routes from the classroom.

Evacuation Procedures

On-Campus Evacuation
The need to evacuate a building on campus should occur after the decision has been made that it is unsafe to remain in the building.

- If it is determined an evacuation is needed, school staff should assemble students and use the pre-designated evacuation routes to report to the assigned on-campus location.
- School staff must take roll at the evacuation area to ensure that all students are accounted for.
- Students who are missing or left behind due to serious injury should be immediately reported to school officials.
- School staff should identify any students who need medical attention and provide appropriate care.
- School staff should remain with their students and help to calm them.
- If it is determined school buildings are safe to re-enter, school staff will lead students back to their classrooms quickly and calmly. Roll should be taken once all students are back in the room.
- Students should be debriefed to calm fears about the evacuation.

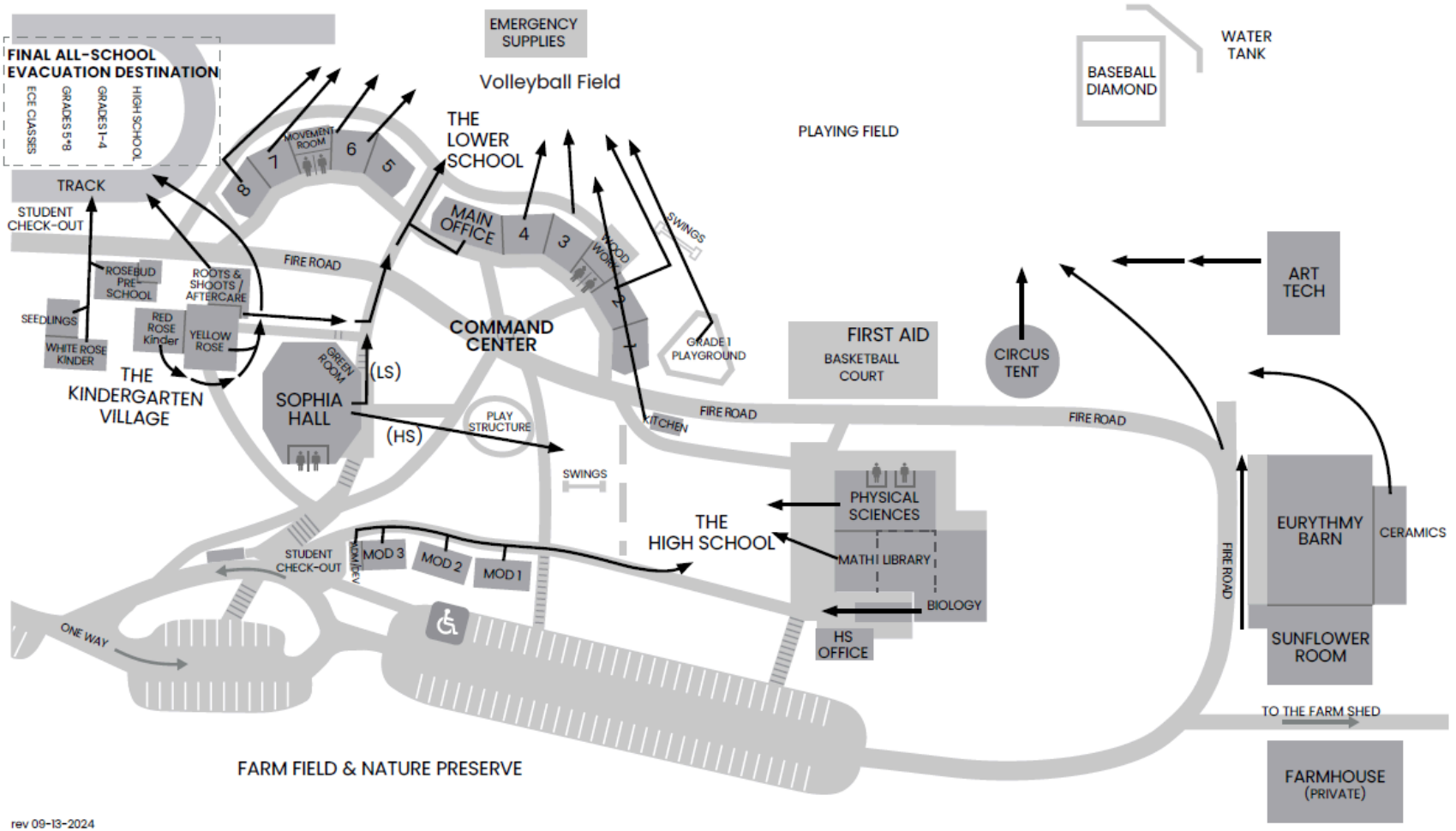
Off-Campus Evacuation
Off-campus evacuation is implemented after a decision is made that it is unsafe to remain on campus and evacuation to an off-site assembly area is required.

- If it is determined an evacuation is needed, school staff should assemble students and use the pre-designated evacuation routes to report to the assigned off-campus location.
- School staff must take roll at the evacuation location to ensure that account is made for all students.
- Students who are missing or left behind due to serious injury should be immediately reported to school officials.

EMERGENCY EVACUATION SITE MAP

EVACUATION PROCEDURE:
- Bring your Rollbook and Walkie-Talkie
- Close the door behind you, but leave it UNLOCKED
- Proceed in an orderly manner to your Initial Evacuation Destination
- Take roll and account for all students; add names of guests/visitors
- Follow instructions from Command Center Rep and move to Final All-School Evacuation Destination if instructed to do so

INITIAL EVACUATION DESTINATION by classroom:
- ECE: Track Area
- Grades 1-8: Behind classrooms on Volleyball field
- Aftercare, Sophia Hall: Between LS Buildings to field if LS; HS lawn if HS
- HS Building & Mods: HS Lawn
- Eurythmy Barn, Art Tech Buildings & Circus: Soccer Field
- Farm: Soccer Field



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APPENDIX A: Parent-Child Reunification Procedures

In an effort to address all hazard incidents, SWSF has developed short- and long-term parent-child reunification procedures. Short-term procedures outline the appropriate steps to be taken at individual school sites. When reunification procedures exceed the scope of school site operations, SWSF will implement long-term procedures to consolidate resources and increase efficiency.

School Site Reunification: Short Term

Student Emergency/Medical Information Card
All students are required to have a Student Emergency/Medical Information Card on file at their school site. Student Emergency/Medical Information Cards must be updated every school year, and the school should be notified of any changes of information on the Student Emergency/Medical Information Cards. Student Emergency/Medical Information Cards require the following information:

- Parent/guardian/caregiver current address and phone number.
- The student's doctor/health care provider and insurance information.
- Any medication(s), chronic illness(es) or allergies related to the student.
- Others with permission to pick up.

Parent-Child Reunification
In the event that an emergency occurs on or near a school site, parents (or guardians) must report to the school site and adhere to the following procedures required for releasing a student.

The following procedures provide a general guideline for parent-child reunification. SWSF is responsible for adhering to the following three principles when implementing its reunification process: (1) a safe and secure check-in area for parents, (2) a separate area designated for the reunification of parents and children, and (3) a safe and secure exit for parents and children.

Preparation

- At the start of the school year, SWSF should prepare an emergency bin containing copies of Student Emergency/Medical Information Cards, lists of all student and staff names, pre-printed signs with letters A–Z, sharpie markers, pens, and tape.
- Emergency bins should be updated on a routine basis.

Reunification

- School staff should set up two tables inside the main gate of the school site. One table will be designated for students with last names beginning A–M. The second table will be designated for students with last names beginning N–Z. Each table will have two binders with all students' names and Student Emergency/Medical Information Cards. Each table must be clearly and adequately marked with the appropriate letters.

- Parents or guardians arriving at the school site must wait in the appropriate line and be able to identify their child by name for pick-up. A school staff member will be responsible for directing parents to the appropriate lines.
- School staff members working at the tables will highlight students' names in the appropriate binder and verify the parent or guardian name. *Only contacts listed on the Student Emergency/Medical Information Card may pick up a child*. Parents/Guardians must have a valid ID and/or be recognized as Parents/Guardians of the student by a school staff member. Highlighting the students' name will indicate a parent or guardian has arrived to pick up the student.
- At the student assembly area, school staff will post signs with the letters A–Z. Signs should be premade and stored in the school site emergency bin. Students should line up behind the letter that represents the first letter of their last name.
- Once parents/guardians have arrived, a Student Request Form will be completed and given to a runner. The runner will show the form to the faculty member responsible for the student to sign off that they are being checked out and the runner will escort the student to the reunification area.
- After parents/guardians are reunited with their child, school staff will escort and/or direct the parent/guardian and child to the exit gate (the exit gate should not be the same as the main gate).
- Two-to-four school staff members should be placed at the exit gate with copies of the Student Emergency/Medical Information Cards. All parents/guardians should be cross-referenced on the emergency/medical information card prior to exiting the gate.
- School staff must use a sharpie marker to write one of the following codes on the students name list: M – if the mother picked up the student; F – if the father picked up the student; G – if the guardian picked up the student; GM – if the grandmother picked up the student; GF – if the grandfather picked up the student; O + NAME – if someone other than the above picked up the student.

Additional Information Regarding Students Age 18 and Older

- Students who are 18 years of age or older may legally leave the premises, but will be encouraged to stay until contact with a parent/guardian can be made. Students leaving without an adult must check out at the exit gate and school staff must mark an "18" by their name on the student list.
- For accountability/tracking purposes, 18-year olds must communicate their intended destination (e.g., home, grandparents' house, neighbor's house) for any adult who may come looking for them.
- In a major area-wide disaster where the condition of the student's home/destination is unknown, they will be required to remain on campus until a parent can be reached.

APPENDIX B: Flood Protocol

Morning Flood Protocol Drop-Off Times

In the event that the parking lot is flooded in the morning before the school day starts, an all-school email and text will be sent to activate the Morning Flood Protocol**. Please note we will either follow a "REGULAR SCHEDULE" or a "LATE START SCHEDULE"**. Please refer to the charts below to determine your family's drop-off time. **All** drop-offs will be at the upper bus stop area. Please note: Families with more than one student are asked to drop off children at the oldest student's designated time (the earlier time). All teachers will be ready to receive students by 7:45 or 8:30am depending on which schedule we are following. Staff will escort ECE, G1 & G2 students to class.

MORNING REGULAR SCHEDULE

GRADE/SECTION	DROP OFF TIME	NOTES
High School	7:45 - 8am	Students walk directly to class
Please note: HS parents are asked to drive their student if possible due to a lack of safe parking.		
Grades 7 - 8	7:45 - 8am	Students walk directly to class
Grades 4 - 6	8 - 8:15am	Students walk directly to class
Grades 1 - 3	8:15 - 8:30am	G3 students walk directly to class; G1 & G2 will be met and escorted to class by staff (escorts available to G3 students if needed)
Kindergarten	8:30 - 8:45am	Kindergarten teachers and staff will meet and escort children to class (no parking for parents - drop off only)
Preschool	8:45 - 9am	Preschool teachers and staff will meet and escort children to class (no parking for parents - drop off only)
Roots & Shoots	Families arrive at 8:45am and may park along exit road and walk student to class	

Morning Flood Protocol Late Drop-Off Times

In the event there is county-wide flooding in the morning before the school day starts, we will observe a **Late Start** to give time for flood waters to recede. An all-school email and text will be sent to activate the Late Start Flood Schedule . Please refer to the chart below to determine your family's drop-off time. All drop-offs will be at the upper bus stop area. Please note: Families with more than one student are asked to drop off children at the oldest student's designated time (the

earlier time). All teachers will be ready to receive students by 8:30am. Staff will escort ECE, G1 & G2 students to class.

MORNING LATE START SCHEDULE

GRADE/SECTION	DROP OFF TIME	NOTES
Grades 7 - 12	8:30 - 8:45am	Students walk to class on their own
Grades 2 - 6	8:45 - 9:00am	G2 will be escorted to class by staff; G3 - G6 students walk to class on their own
Kindergarten & Grade 1	9:00 - 9:15am	Kindergarten teachers and staff will meet and escort children to class (no parking for parents-drop off only)
Preschool	9:15 - 9:30am	Preschool teachers and staff will meet and escort children to class (no parking for parents-drop off only)
Roots & Shoots	9:15 AM	Class time gets pushed back by 30 minutes to provide safe parking. Parents park along the exit road and walk with their children to class

Afternoon Flood Protocol Pick-Up Times

In the event that the parking lot is flooded in the afternoon before pick-up, an all-school email and text will be sent to activate the Afternoon Flood Protocol. Please refer to the chart below to determine your family's pick-up time. **All** pick-ups will be at the upper pick-up area. Please note: Families with more than one student are asked to pick up children at the oldest student's designated time (the later time). Younger siblings will wait with their teacher or a staff member who will escort them to the upper pick-up area at the older sibling's pick-up time.

AFTERNOON SCHEDULE

GRADE/SECTION	ARRIVAL TIME for PICK-UP	NOTES
8:45 - 10:45am Roots & Shoots	10:45am	Parents park along exit road. Please exit immediately at the end of class
3-4:30pm Roots & Shoots	5pm (see notes)	Class time moves to 3:30 - 5pm, may park along exit road
Preschool	12:30pm (12:20pm on Thurs.)	Parents wait at upper pick up area. Teachers escort students to pick up area and staff helps deliver students to parents.
Kindergarten	12:45pm (12:35pm on Thurs.)	Parents wait at upper pick up area. Teachers escort students to pick-up area and staff helps deliver students to parents.
Grade 1	1pm (12:45pm on Thurs.)	Parents wait at upper pick up area. First grade teacher walks class to pick-up area and staff helps deliver students to
Grades 2 & 3	2:45pm (12:55pm on Thurs.)	Parents wait at upper pick up area. Teachers walk classes to pick-up area and staff helps deliver students to parents.
Grades 4 - 6	3pm (1:10pm on Thurs.)	Parents wait at upper pick up area. Teachers walk classes to pick-up area and staff helps deliver students to parents.
Grades 7 - 8	3:10pm	Parents wait at upper pick up area. Teachers walk classes to pick-up area and staff helps deliver students to parents.
Grades 9 - 12	3:15pm	Parents wait at upper pick up area. High School students walk to pick up area on their own to meet their parents.
Aftercare	Parents are to park at the upper bus stop area and walk down the fire road to pick up their child(ren) at the Preschool, Kindergarten or Lower School Aftercare	
Note: Any student not picked up by 3:25pm will be checked into aftercare.		

APPENDIX C: Bomb Threat Report Form

Date:	Time Call Received:	Call Taken By:
Caller Male or Female	Time Caller Hung Up:	Caller ID Info:

Exact Wording of Threat:							
Questions to Ask:	Caller's Voice: (circle all that apply)			Caller's Language: (circle all that apply)		Background Sounds: (circle all that apply)	
When will the bomb explode?	Calm	Nasal	Cracking voice	Well-Spoken	Educated	Street Noises	Crackly
Where is the bomb right now?	Angry	Stutter	Accent	Profane	Message Taped?	Voices	PA System
What does it look like?	Excited	Lisp	Serious	Message Read?	Young (child)	Music	House Noises
What kind of bomb is it?	Use Slang	Slow	Raspy	Young (adult)	Middle Aged	Motor	Office
What will cause it to explode?	Joking	Deep Breathy	Disguised	Old		Factory	Machinery
Did you place the bomb?	Incoherent	Fast	Slurred			Animals	Clear
Why?	Soft	Loud	Crying			Static	Cell Phone
How did the bomb get into the school?	Laughter	Frightened	Normal				
Where are you calling from?	Deep	Distinct	Ragged				

APPENDIX D: Emergency Supplies

Location: Center Container on field behind lower school

18 kits exist, one for each grade plus one extra for staff/faculty

Each grade should receive:

- 1 bucket
- 1 box
- 1 box of 90 pouches of water
- 1 box of 30 Food Bars
- 1 wool blanket

Each bucket contains:

- 30 emergency blankets
- Whistle
- Duct tape
- Clipboard
- Box of tall kitchen garbage bags

Each box contains:

- Basic First Aid Kit (Ace bandages, adhesive tape, alcohol prep pads, Band-aids, scissors, gauze bandages and pads, cold packs, etc.)
- One 12-pack of toilet paper
- 2 packages wet wipes

Other Emergency Supplies:

- Box of crank flashlights
- Megaphone
- Gas generator

Equipment for Command Staff Teams:

- Clipboards with emergency job descriptions
- Office Supplies: pens, paper, etc.
- Signs for Student Release
- Battery-operated radio

Protective Gear & Equipment for Search & Rescue Team:

- Hard hat
- Leather work gloves
- Safety goggles
- Dust mask
- Flashlight, extra batteries
- Backpack with First Aid Supplies, pry bar, pliers, bolt cutter, hammer
- Shovel
- Master Keys
- Reflective Vests

APPENDIX E: Exercise and Drill Record

Type of Drill	Date Held	Time Start	Time End	Comments	Recorded By