

**Procedure Title:** Draft Three Rivers Waldorf School Building Safety & Security Plan

**Date Created:**

**Review Date:** Revised 11/28/07

**Procedure Number:** Facilities-c

**Body of Origin:** Administration, Caretaker

**Review Authority:** Administration/Facilities Committee

## **Procedure:**

### **Doors:**

1. Front doors will be unlocked at 7am weekdays by the Caretaker. This is the only door that should remain unlocked during the school day.
2. The library foyer door will be unlocked at 7:30 am and locked at 8:30 am by the Caretaker. No exterior door should be propped open during the day for any reason.
3. The north door is opened by the EC teachers and relocked at 8:30 when parent-child class is not in session, 9:30 when parent/child classes start.
4. The doors used by the grades to leave the cafeteria after lunch should remain locked at all times. The last teacher out to the playground should be sure these doors are shut tight.
5. No other exterior doors should be unlocked or used except in case of an emergency.
6. Never assume there is or isn't someone else in the building. After 5 pm the last staff person in the building is responsible for confirming all doors are shut and locked and that all lights are off.
7. Extra keys are available to anyone who needs them.
8. The front door chime should be turned on at 8:30 am.  
Windows and classroom doors
  1. All teachers are responsible for closing and locking the windows and doors of their classroom.
  2. Office staff is responsible for their office windows and doors.

### **Alarm System**

1. All staff have individual alarm codes.
2. The alarm is turned off in the morning by the maintenance staff unless otherwise arranged.
3. In the evening it is to be armed by the last person in the building. If you come into the building during the evening hours or on a weekend please sign in on the notebook in the alarm room. If you are closing the building check this board to confirm that you are the last person out. Please be sure you are last before turning on the alarm. This may mean walking down the hall. It is faster to do that than have the alarm company call someone in to reset the alarm.

4. To set the alarm, punch in the code and leave the building through the front door. Leaving through any other door triggers the motion detectors.

5. If for some reason you set off the alarm, go to the box and punch your code in, and then go to the office and answer the phone. The alarm company always calls the school before calling the police.

### **Playground Monitoring**

1. Playground supervisors are responsible for monitoring children for appropriate play behavior. They are also to monitor the outside perimeter of the play area.

2. If any concerning activity is noticed by the teachers, the children are to be removed from the playground immediately and the police are to be called if necessary.

### **Lockdown Procedure**

1. When the lockdown alarm sounds, teachers are to:

- A. Make sure all children are in the classroom.
- B. Do a head count to confirm everyone is in room.
- C. Lock the classroom door.
- D. Move the children to the back of the classroom out of sight of the door.
- E. Do some activity that will keep the children quiet and calm.

2. Teachers are to stay in the room until the all clear is sounded .

### **Related policies and References: Door Key Policy**