

Walden Safe School Response Policy



Walden is committed to protecting the safety, health, and well-being of its students, employees, and all people who participate in the programs of the school.

Responding to crisis situations

School administrators will work closely with local safety officials—police, fire, emergency medical services and public health—to ensure the school is prepared for emergencies. Annual training is provided to cover a wide variety of emergencies and to help students, staff and public safety partners respond swiftly should a crisis occur in a school. The school’s comprehensive safety plan addresses a wide range of crisis situations, including:

- Fire
- Flood
- Violence/Terrorism
- Severe Weather
- Earthquake
- Chemical Spills
- Bomb Threats
- Power Outages

Depending on the nature of the incident and recommendations from public safety officials, Walden will implement one of the following emergency procedures:

Evacuation – If it is unsafe for students and staff to remain inside the building, the school is evacuated. Students and staff may be relocated to a safe location off school property, if necessary. School administrators will follow directions given by local public safety officials.

Lockout – External Threat: During a Lockout all school exterior doors are locked. This takes place if the threat is outside of the school. A sign is posted on the main entrance of the school indicating an external Lockout is in progress. If any students or staff are outside, they should be brought into the closest or safest school building as quickly as possible. If the situation allows, and it is deemed safe for parents or others to enter the building, they may be admitted into the school with proper identification.

Lockdown – Internal Threat: During a Lockdown all school interior doors are locked, students and staff are confined to their classrooms and no entry or exit is allowed. During this time doors are to be locked, lights turned off, and all individuals are to remain out of sight to the best of their ability. High School students are allowed to self-evacuate if safe to do so, and if they have an immediate and safe method of transportation home.

Shelter-in-Place – If there is a threat of severe weather or hazardous materials (chemical or biological) outside the school, a shelter-in-place procedure is implemented. All students and staff move to safe locations inside the building (interior rooms away from windows and doors), ventilation systems are controlled and parents and other visitors may not be allowed in the school, depending on the situation. School administrators will follow directions given by local public safety officials.

The school will practice these procedures regularly throughout the school year.

How will parents be notified if an incident occurs at school?

If an incident occurs, the first priority is to ensure all students are safe and under adult supervision. The school will notify families as soon as possible through the school website (www.waldenschool.us) and communication systems such as email or text messaging.

Parents may be notified directly in certain situations. Parents should ensure that emergency contact information they provide to the school is accurate and notify the school immediately if it changes.

What should parents do if an incident occurs during school? If an incident occurs, it is only natural for parents to want to call or rush to the school. However, parents must be careful to avoid hampering the work of school and public safety officials. Parents can help manage a crisis situation in the following ways:

- Remain calm. Do your best to cooperate with school and public safety officials.
- Keep roads clear. Be aware that traffic or parking congestion could hamper access of public safety vehicles.
- Keep phone lines open. Be aware that excessive phone calls could jam the phone system and hamper emergency communications.
- Get information before coming to the school. Access the school web site and check email or text messaging. Parents will be notified through these sources.
- Be patient. Students will be released to parents, guardians or emergency contact persons with proper identification as soon as possible.

Adapted from Jordan School District Policy 3-2017