

EMERGENCY OPERATIONS PLAN
FOR THE
SUSQUEHANNA WALDORF SCHOOL

Adopted from the Donegal School District in cooperation with the
Lancaster County Emergency Management, 50 North Duke Street, Lancaster, PA 17603

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INTRODUCTION

The Susquehanna Waldorf School is located at 15 West Walnut Street, Marietta, PA 17547.

This emergency operations plan is designed to be implemented any time an unforeseen emergency impacts the school. It is the responsibility of the administration, faculty, and staff to carry out the steps outlined within the plan. In the event that a situation occurs which has not been covered in this plan, common sense and good judgment shall be utilized by staff members in responding to the situation. This plan is designed to provide for the safety and welfare of all individuals within the school.

The Susquehanna Waldorf School is located outside the Three Mile Island 10-mile evacuation circle. Therefore, if an emergency situation concerning Three Mile Island were to occur, students and staff will remain at the school. Students who live within the 10-mile radius will be kept at the school until a parent or authorized person picks up the child.

It is the responsibility of all faculty members, administrative and other staff to be familiar with the plan and to know how to implement it during times of emergency conditions. The safety of students, staff and visitors shall be the top priority during any emergency situation involving the school.

GENERAL PROCEDURES

1. Any real or potential emergency situation shall be immediately reported to the Facilities Manager, or other administrative staff in their absence. The Facilities Manager is responsible to monitor the National Oceanic Atmospheric Administration (“NOAA”) Weather Radio announcements/warnings, if the situation warrants, for further details and advice regarding an emergency situation.
2. Administrative staff shall notify the Faculty and Council Chairpersons and then divide responsibility for notification to all other faculty members, room by room, covering each floor of the building.
3. At all times, faculty and staff shall cooperate fully with outside response agencies, such as the fire company, emergency management, emergency medical services, etc.
4. During an emergency all staff members shall follow the direction of the Facilities Manager, Faculty Chairperson, and/or outside agency (if they are in charge).
5. All staff shall convey a calm composure to the students.
6. The safety of the students and staff shall be the top priority at all times.
7. Rare emergencies, which could occur and are not covered in this plan, will be responded to by using applicable portions of this plan. The staff will take whatever action is required to make judgment decisions for the health and well being of students and staff.

911 EMERGENCY

1. If there is a situation that arises which warrants calling 911 (i.e., medical emergency, fire, threat, etc.), it is best to notify the Facilities Manager to do this. However, **all staff members are authorized to telephone 911 for emergency situations.**
2. When telephoning 911 concerning an emergency, one should **use a portable or cell phone.** **Speak clearly and calmly. Remain on the phone until the dispatcher has all the necessary information.** Be prepared to answer all questions that may be asked, for example:
 - a. Type of situation (fire, medical emergency, police)
 - b. Address
 - c. Description of emergency
 - d. Name of person calling
 - e. Telephone number of the school
 - f. Other pertinent information (i.e., area of the building to report to)**Do not hang up until the dispatcher hangs up, to assure all information is received.**

3. The Facilities Manager or an individual designated by the Facilities Manager when handling some other aspect of the emergency shall meet the responding emergency agency to direct them to the area of the emergency and brief them on the existing situation.
4. The Facilities Manager will assign a staff or faculty member to be present with the occurring situation or to direct classes or students.

EMERGENCY NOTIFICATION WITH SCHOOL TELEPHONE SYSTEM INOPERABLE

1. In the event that the school's in-house telephone system is out of service and there is an emergency, **use a cellular phone, if available, to call 911.**
2. If a cellular phone is not available, the Facilities Manager shall designate a staff member to go to one of the following locations to call 911:
 - a. Marietta Post Office, 16 North New Haven Street, Marietta
 - b. Any home on Walnut Street, Marietta
 - c. Marietta Borough Office, 111 East Market Street, Marietta

EMERGENCY NOTIFICATION WITH THE TELEPHONE SYSTEM OUT IN THE WHOLE AREA

1. In the event of an area wide telephone outage, **use a cellular phone, if available.**
2. Local fire, ambulance, and police stations are staffed in this type of situation.
3. If there is an emergency in the school at this time, the Facilities Manager will designate a staff member to drive to either of the following locations where ambulance, fire, and police are housed, to report the emergency:
 - a. Fire House on Locust Street, Marietta/Borough Office, 16 North New Haven Street, Marietta; or
 - b. East Donegal Township Building (on Rock Point Road near Maytown*)

***DIRECTIONS TO ROCK POINT ROAD FROM WALNUT STREET:**

Walnut St., right onto Gay St., cross Route 441 onto Old Colebrook Rd., then left onto Colebrook Rd. and left onto Rock Point Rd. Township buildings are on the right at 190 Rock Point Rd.

FIRE, SMOKE, OR EXPLOSION

1. The Susquehanna Waldorf School shall conduct fire drills as required by the Department of Public Welfare and the State of Pennsylvania – currently scheduled every 60 days. Each year before school is in session, faculty meetings shall occur and emergency evacuation will be outlined.
2. Each room and common area of the school has a sketch of the building showing escape routes. Staff and faculty should be aware of the exits from rooms that they occupy.
3. **Anytime a fire or smoke condition exists, all persons in the fire area shall immediately evacuate. A staff member shall activate a manual pull station without hesitation, or without delay notify the Facilities Manager to sound the central alarm and to notify emergency services.** If there are any medical emergencies, the procedure for 911 emergency shall be implemented.
4. If circumstances permit, the fire can be fought by trained persons with a fire extinguisher. This shall be done only when the fire is small and at no personal risk to the person using the extinguisher.
5. Fire drill procedures will immediately begin and evacuation of the building will occur. Staff members will be responsible for assisting children in their immediate area.
6. Students will proceed in an orderly fashion to the nearest (designated) exit. If the nearest exit is blocked by smoke or fire, a secondary exit shall be used. **If children must go through smoke, they will be instructed by faculty and/or evacuation personnel to get down on hands and knees and crawl.** No matter which exit is used, all children and staff must go to their assigned area outside of the building.

7. All areas, including rest rooms, will be checked by administrative staff to oversee that room and exit doors are closed in order to keep the smoke/fire compartmentalized.
8. The Facilities Manager will be responsible to get the emergency forms, clipboard with directory and a cell or portable phone to take outside, to contact parents if it becomes necessary.
9. The Administrative Assistant will be responsible to take the visitor sign in book outside, to assist the Facilities Manager in accounting for visiting persons' evacuation.
10. **Teachers are responsible to account for each of their students.** Therefore, attendance must be taken and recorded each morning by the main lesson teacher. The attendance sheet must circulate with each class to each subject teacher throughout the school day. **If anyone is noted to be missing during an emergency, this information must be immediately reported to the Facilities Manager.**
11. The Facilities Manager shall meet the first Fire Company Unit at the entrance to the school, to brief them on the current situation and of anyone who may still be inside.
12. Everyone shall remain out of the building until authorized to return by the Unit Commander.
13. In cases of bad weather or a serious condition, children and staff shall be taken indoors at another location determined and arranged by the administrative staff (i.e., Fire Department, Borough Office, Eagle's Mountain Christian Center, Marietta Community Chapel) after a head count has been done.
14. Administrative staff will attempt to contact all families concerning pick up of children if alternative arrangements must be made.

MEDICAL EMERGENCIES

1. In the event that a child or staff member becomes ill, the individual shall report to the office. If the person is slightly ill and may be able to return to class, they shall rest on the sick bed until that time. If a student is ill and needs to go home, they will rest on the sick bed while the Administrative Assistant or other administrative staff calls the parents to make necessary arrangements.
2. If the child/staff person suddenly becomes ill or injured and cannot report to the office, the person shall be treated where they are. The ill/injured individual's emergency form will be referred to, to assist in the aid. While treatment is being given, other students and nonessential individuals are to be taken to another room or area.
3. If deemed necessary, the Administrative Assistant shall call 911 for an ambulance. When placing the call, briefly describe the illness/injury so that the dispatcher can determine the appropriate medical responder(s). Pending arrival of outside responders, trained staff members shall provide aid in line with first-aid training and will consult the ill/injured individual's emergency form to assist in the aid.
4. The Facilities Manager or other designated administrative staff member will meet the ambulance, brief the medical personnel on the situation, and direct them to the scene.
5. If the incident involves multiple injuries, the Facilities Manager shall act as a "triage" person until the arrival of outside responders. The Administrative Assistant shall quickly check the injuries of the victims and assign staff (within their level of medical/first aid training) to care for those with the most serious or life threatening injuries first.
6. It is the responsibility of the Administrative Assistant and Facilities Manager or other designated administrative staff member to notify the family concerning the illness or injury.

EXTERNAL SPILLS OR RELEASES

1. There are times and situations where a chemical spill may occur off-site, that could impact the school. This could be at a nearby business or industry, or a transportation incident. **In this case, the local Fire Company will be the agency in charge and will contact school authorities.** If there are any questions or the school has not been contacted, administrative staff will call Hazmat at (717) 560-4180 for information and instructions.
2. The Facilities Manager or other emergency contact person will direct appropriate action suggested by the incident commander.

3. In some cases, a "Shelter in Place" order may be given by emergency responders. The administrative staff shall alert faculty to close all windows and will shut down any air handling/heating systems that may draw outside air into the building. Students shall remain in their classrooms until further instructions are received from school administration officials or Fire Company officials. During a "Shelter in Place" order, students may have to stay past normal dismissal time. Students and staff shall remain until the situation is stabilized and the order is lifted. Parents will be notified if possible. Otherwise, parents are required to receive all announcements via local radio and television stations, which will be arranged by the administrative snow committee liaison.
4. A rapid evacuation order may be given by emergency responders. This will mean that students shall immediately evacuate the school with the assistance of staff and response personnel. In cold or inclement weather, students may get coats, but shall not take other belongings. Students and staff shall go to the assigned mass care center designated by the local fire company or authorities. The location and distance of this may vary due to circumstances such as weather, type of chemical, size of chemical plume, etc.
5. If feasible, students and staff shall walk to the assigned facility. If this is not feasible, administrative staff will make arrangements for transportation of students to the mass care center, if not taken care of by the emergency responders. The Facilities Manager will contact Laidlaw Bus Company to provide transportation for students and staff, if necessary. The **Donegal or Elizabethtown schools** may be contacted by the Facilities Manager to serve as hosts to house our students, if a mass care center out of the immediate area is necessary.
6. In the case of a non-emergency evacuation, the administrative staff will determine if arrangements for buses to come to the school and transport the students to one of the alternate sites or home are necessary. If students are transported to an alternate site, belongings may be taken. Faculty members are responsible for remaining with their students until they are released to their guardian.
7. If the children are taken to an alternate location and not transported home, the administrative snow committee liaison shall contact the local media to announce the location of the children. Other information, such as transportation home or pick-up arrangements, can also be issued. Families will be personally notified when possible.

GAS LEAKS

1. In the event of a natural **gas (propane) leak within the structure**, normal procedures for a fire evacuation shall be followed. The whole building shall be evacuated.
2. **Windows shall be allowed to remain open**, to assist in ventilation of the building.
3. No electrical equipment shall be turned on or off during the evacuation. If time permits, open flames, such as pilot lights shall be extinguished by administrative staff, the facilities manager, or teachers in rooms where these exist.
4. In the event the **gas leak is outside the building**, but the odor filters into the building, that part of the structure will be evacuated following the fire drill procedures.
5. **Windows to that area will be closed**, to prevent the fumes from coming inside the building.

TORNADO / HIGH WIND WARNING

1. In the event of a tornado watch or severe storm watch, the Facilities Manager or other administrative staff shall monitor the NOAA Weather Radio, television, or computer for additional updates and information.
2. It is important to understand the terminology used and the differences between watches and warnings:
 - ▶ **TORNADO/SEVERE THUNDERSTORM WATCH:** A tornado or severe thunderstorm is possible in the area.
 - ▶ **TORNADO/SEVERE THUNDERSTORM WARNING:** A tornado has been sighted or indicated by Weather Radio, or severe thunderstorms are occurring.
3. In the event of a tornado warning or severe thunderstorm warning for the Marietta area, a staff member should be posted by the Facilities Manager to keep a watchful eye on the sky. Tornadoes usually approach from west to east. **All faculty will be advised individually of the situation.**

4. **Do NOT use the fire alarm system for a tornado warning.** This may confuse people to go outdoors.
5. In the event of a tornado sighting or of very high winds during a storm, all faculty will be informed and shall take protective action. **Everyone in the building shall seek refuge in the basement rooms.** Faculty shall lead their students in a calm manner.
6. Everyone shall line up along interior walls, and while facing the wall shall crouch down on knees and elbows with hands locked together over the head.
7. **All interior doors shall be closed to protect from flying glass.** Students and faculty shall stay away from any nearby windows. If time permits, curtains and blinds shall be drawn.
8. Students shall not be allowed outside the building during tornado warnings. **In the event children are outside, faculty and staff shall immediately direct and escort them inside to the designated areas.**
9. After the storm passes, staff will check for injuries and administer to any children who are scared or panic-stricken.
10. If the building appears to be safe and there is no danger of fire, students can stay in the building. If there is danger of structural collapse, students may be moved outdoors or to another building which is structurally intact and designated by the Facilities Manager (i.e., fire building, borough office, nearby church). Care with regard to downed power lines will be taken while walking outdoors.
11. If damage to the community has been widespread, school faculty and staff will have to initially handle any emergencies until emergency services get to the school.
12. If there has been damage to the building and conditions allow, administrative staff shall cut off gas, fuel oil and electricity services at the main disconnects. (The main breaker box is located in the electrical closet located across from the Music Room. The main gas line is located under the stage.)

SNOW STORMS/BLIZZARDS

1. If the school must close due to inclement weather, an announcement will be made through the following media:
 - Radio (AM): WHP 580, WSBA 910
 - Radio (FM): WITF 89.5, WJTL 90.3, BOB 94.9, WRVV 97.3, KOOL 99.3, WROZ 101.3, WSBA 103
 - Television Stations: WGAL (8), UPN (15), WHP (21), WHTM (27), WPMT (43)
 - Internet Web Site: WGAL.COM

Note: We do not always follow the Donegal School District's schedule, so parents need to always listen to the radio/TV announcements for the Susquehanna Waldorf School's reports.
2. If school is in session and must close, an announcement will be made on the above sources. The administrative staff will attempt to contact only those families whose children still remain at school after a reasonable amount of time has passed.
3. Faculty members will remain in their classrooms with their students until they have been released to a guardian. When all students have been picked up, the teacher will notify the administrative staff.
4. The Snow Committee will make the decision on early dismissals and will liaison with the administrative staff.
5. Bus service will NOT be provided for early dismissals due to inclement weather. The administrative staff will make phone calls only to families of bussed students so that they may make alternate pick up arrangements for their children.
6. The administrative staff will remain at the school until all students are picked up or until 3:15 p.m. at the latest.

HEAVY RAIN/FLOODING

1. During heavy rain and flood conditions, administrative staff and the snow committee shall monitor the situation and will be responsible for making decisions concerning canceling, delaying, or dismissing school.

2. Students shall remain at the school if they cannot be transported or walk home safely due to high water conditions.
3. Parents will be advised of this through the local media described under SNOW STORMS.

BOMB THREAT

1. **The person receiving a call about a bomb threat shall attempt to keep the caller on the phone as long as possible and get as much information as possible. Note the time of call.**

Suggested questions to ask or information to get while the caller is on the phone:

- a. When is the bomb going to explode?
- b. Where is the bomb?
- c. What kind of bomb is it and what does it look like?
- d. What will cause the bomb to explode?
- e. Did you place the bomb and why?

Also note the following:

- a. Sex of caller
- b. Length of call
- c. Description of caller's voice:

<input type="checkbox"/> calm	<input type="checkbox"/> angry	<input type="checkbox"/> slow	<input type="checkbox"/> rapid	<input type="checkbox"/> excited
<input type="checkbox"/> soft	<input type="checkbox"/> loud	<input type="checkbox"/> laughter	<input type="checkbox"/> crying	<input type="checkbox"/> normal
<input type="checkbox"/> distinct	<input type="checkbox"/> slurred	<input type="checkbox"/> nasal	<input type="checkbox"/> stutter	<input type="checkbox"/> lisp
<input type="checkbox"/> raspy	<input type="checkbox"/> deep	<input type="checkbox"/> ragged	<input type="checkbox"/> disguised	<input type="checkbox"/> accent
<input type="checkbox"/> throat clearing <input type="checkbox"/> deep breathing <input type="checkbox"/> cracking voice <input type="checkbox"/> familiar (who does it sound like?)				

- d. Any notable background noises:

<input type="checkbox"/> street noises	<input type="checkbox"/> crockery	<input type="checkbox"/> voices	<input type="checkbox"/> PA system
<input type="checkbox"/> animal noises	<input type="checkbox"/> music	<input type="checkbox"/> factory	<input type="checkbox"/> office machines
<input type="checkbox"/> clear	<input type="checkbox"/> static	<input type="checkbox"/> local	<input type="checkbox"/> long distance
<input type="checkbox"/> phone booth	<input type="checkbox"/> cell phone	<input type="checkbox"/> other	

- e. Type of language:

<input type="checkbox"/> well spoken (educated)	<input type="checkbox"/> incoherent	<input type="checkbox"/> taped	<input type="checkbox"/> foul
<input type="checkbox"/> irrational	<input type="checkbox"/> message read by threat maker		

2. If possible, receiver of call should take notes while on the phone with caller.
3. If possible, receiver of call should signal to another staff member to listen in on another extension; and a third staff member to call the police or 911. Note the time of call.
4. If the police have not been contacted by another staff member, the receiver of the call should immediately notify the police.
5. If the call sounded to be a legitimate threat, immediately evacuate the building using activation of the fire alarm system. Use the fire evacuation procedure.
6. The Facilities Manager shall wait for the arrival of the police department for advice and guidance.
7. Prior to the arrival of the police, anything found that may be a bomb, shall be left untouched for the proper authorities.

EARTHQUAKE/BUILDING COLLAPSE

1. Earthquakes occur with very little warning and are usually over before realizing what has happened.
2. **If time allows, students and staff shall seek protection under desks and tables. Short, reinforced spans, such as doorways will also offer additional protection.**

3. In the event of a building collapse, students in unaffected areas shall be evacuated using fire evacuation guidelines.
4. Prior to the arrival of emergency services, all staff members who are able to do so shall assess the areas involved and provide aid. The Facilities Manager, if possible, will be available at the entrance to brief first responding units and direct them to the scene.
5. No unnecessary chances shall be taken. Quite often a collapse will leave standing areas weakened and additional collapses may occur later.
6. If the emergency is widespread, it may take emergency services some time to get to the school with the proper resources. School personnel shall do what they deem necessary.
7. If conditions permit, personnel should cut off gas, fuel oil, electrical, and water service at the main disconnects.

UTILITY FAILURE

1. An electrical power failure or water main break may affect the capability of holding classes. If either of these should occur, school may be cancelled, delayed, or dismissed early.
2. The Facilities Manager shall contact the Snow Committee to initiate the snow storm procedure to be followed regarding school delays or school closures.

NUCLEAR POWER PLANT INCIDENTS

The Susquehanna Waldorf School is located outside the Three Mile Island 10-mile evacuation circle. Therefore, if an emergency situation concerning Three Mile Island were to occur, students and staff will remain at the school, unless otherwise directed by emergency officials. Students who live within the 10-mile radius will be kept at the school until a parent or authorized person picks up the child.

1. **Authority.** This plan is in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35 PA C.S.A. Section 7101-7707) also referred to as P.L. 1332 and the Lancaster County Radiological Emergency Response Plan, dated May 1986.
2. **Purpose.** The purpose of this plan is to outline the policies, procedures and concept of operations that would be adhered to by the staff of the Susquehanna Waldorf School in response to an incident at the Three Mile Island Nuclear Station during hours when schools are in session. The primary emphasis of the plan is to assure the orderly and safe transfer of students from the school to a point outside the area, if this is necessary, where they may be properly released to parents and guardians.
3. **Definitions.** An emergency at a nuclear power plant falls into one of four categories that have been established by the U.S. Nuclear Regulatory Commission:
 - a. The Three Mile Island Nuclear Station is referred to in this plan as “TMI Nuclear Station”.
 - b. **Emergency Broadcast System (EBS) Announcements** – Official announcements made at the county level for the specific purpose of providing instructions or directions from the county commissioners, or their designated official representative, to the permanent and transient residents of the county. Announcements are made over the legally designated EBS network. EBS announcements at the state level are made only when they are applicable statewide. Priorities for EBS announcements are specified in law – first priority to the federal government, second priority to county governments, and third priority to state governments. Restriction on use of EBS announcements does not preclude appropriate use of newspapers, radio and television for public information statements.
 - c. **Emergency Planning Zone (EPZ)** – A generic area defined about a nuclear facility to facilitate offsite emergency planning and develop a significant response base. It is defined for the plume and ingestion exposure pathways.
 - d. **Fixed Nuclear Facility Incident** (hereinafter called an “incident”). An incident is an event or condition at a fixed nuclear facility which could result in impact on public health and safety. Four incident classes have been identified; from the least serious to the most serious they are: Unusual Event, Alert, Site Emergency, and General Emergency. (Note: Site emergency or General emergency

action levels are not to be confused with a “Declaration of Disaster Emergency” made by the Governor in accordance with the Emergency Management Services Code.)

Within each class there are specific emergency responses necessary to ensure that public health and safety are protected. Descriptions of the four emergency action levels are as follows:

- (1) **UNUSUAL EVENT. A minor problem has occurred at the plant.** No release of radioactive material is expected. Public officials will be notified. Residents within the emergency planning zone will not have to do anything.
 - (2) **ALERT. This is also considered a minor problem.** It is not expected to seriously affect the safety of the plant. Small amounts of radioactive material might be released inside the plant. Officials will be notified. Most likely, residents will not have to respond. If there is a steady 3 to 5 minute siren tone, the administrative staff will turn on a radio or television to an emergency alert station to receive official information and instructions. After receiving these instructions, the administrative staff will carry them out in the appropriate way.
 - (3) **SITE AREA EMERGENCY. A more serious event has occurred.** Major plant systems might be affected, but releases of radioactivity would not be expected to exceed any federal limits outside the plant boundary. If there is a steady 3 to 5 minute siren tone, the administrative staff shall turn on a radio or television to an emergency alert station to receive official information and instructions. After receiving these instructions, the administrative staff will carry them out in the appropriate manner.
 - (4) **GENERAL EMERGENCY. Such an emergency would involve serious damage at the plant and the release of radioactivity beyond the plant boundary.** If there is a steady 3 to 5 minute siren tone, the administrative staff shall turn on a radio or television to an emergency alert station to receive official information and instructions. After receiving these instructions, the administrative staff will carry them out in the designated manner.
- e. **Ingestion Exposure Pathway, EPZ.** That area surrounding a fixed nuclear facility, which, as a result of a release of radioactive material, is a potential source of exposure through the ingestion of water and foods. This EPZ consists of a circular area of 50 miles radius around the fixed nuclear facility.
 - f. **Mass Care Centers.** Fixed facilities suitable for emergency lodging for victims of disaster left temporarily homeless and capable of providing all essential services. Feeding may be accomplished within a mass center or nearby.
 - g. **Plume Exposure pathway EPZ.** The area surrounding a fixed nuclear facility which potentially is subject to radiation exposure as a result of an incident involving radioactive material emanating from the facility. Such potential exposure could involve: (a) whole body exposure to gamma radiation from the plume and from deposited materials, and (b) inhalation exposure from the passing radioactive plume. The EPZ for this pathway consists of an area of approximately ten miles in radius around the fixed nuclear facility. (The exact size and configuration of each plume exposure pathway EPZ for the respective fixed nuclear facility in Pennsylvania were determined in relation to local emergency response needs and capabilities as they are affected by conditions such as demography, topography, access routes, and jurisdictional boundaries.)
 - h. **Public Information Statements.** Public announcements made by PEMA or county official spokespersons via newspapers, radio, or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency situation itself will be made only in the context of the reasons for governmental actions, and not to provide detailed information about it.
 - i. **Radiological Emergency Response Plan (RERP).** Detailed incident response plans developed by the state and its agencies in coordination with PEMA and the fixed nuclear facilities.
 - j. **Reception Center.** A pre-designated site outside the plume exposure pathway EPZ through which evacuees needing mass care support will pass to obtain information and directions to mass care centers. A reception center may be located in either a risk or support county.
 - k. **Sheltering.** Action by the public to take advantage of the protection against radiation exposure afforded by remaining indoors, away from doors and windows, during and following the passage of the radioactive plume.

1. **Students Pickup Point.** A pre-designated site, preferably a school building, located outside the plume exposure pathway EPZ where students will be sheltered and their safety and well being provided for by appropriate school authorities until released to parents or legal guardians.
4. **Policy Guidelines.** In initiating radiological emergency action, the following policy guidelines apply:
 - a. The Pennsylvania Emergency Management Agency (PEMA) in coordination with the Pennsylvania Department of Education has overall coordinating responsibility for planning relative to evacuation and school closing operations during incidents at the TMI Nuclear Station. PEMA will provide planning guidance to schools affected through respective County Emergency Management Agencies.
 - b. **In the event a radiological emergency should occur during the time school is in session, or when students are participating in a school sponsored activity, the staff of the Susquehanna Waldorf School is authorized to initiate this Radiological Emergency Response Plan, in coordination with the Lancaster County Emergency Management Coordinator and Donegal School District, and to take such other action as might be required to protect the interests of the school.**
 - c. At the sound of a steady 3 to 5 minute siren tone, all windows and doors should be closed. Administrative staff will oversee that this has been done. Any children and staff who are outdoors should immediately come indoors and follow instructions of the administrative staff from that point.
 - d. At the sound of a steady 3 to 5 minute siren tone, the telephone should not be used to get emergency information or to call families. This ties up lines that are urgently needed for emergency operations aimed at the public's protection. The administrative staff will **tune into the radio and NOAA Weather Radio for information.**
 - e. If there is an emergency involving a nuclear power plant and the sirens should fail to activate, residents will be alerted by local police and fire fighters using mobile public address systems or door-to-door notification.
 - f. **If the parents' homes are inside the plume exposure area and since the Susquehanna Waldorf School is outside of the plume exposure area, students will be retained in the school until they are picked up by their parents or guardians.** NOTE: Families are responsible for creating their own family emergency plan and arranging pickup of their child(ren) by another adult/guardian.
 - g. **SWS will not send school children home early when their homes are inside the EPZ and an evacuation is eminent. They will not be sent home at any time when an evacuation is in progress.**
 - h. Actions by the staff and faculty will be coordinated through the Facilities Manager with other agencies that are affected by the emergency.
 - i. **Students will remain the responsibility of the student's Teacher until released to the parent or other authorized person.** Teachers will be responsible for maintaining order in the classroom and for making an accurate roster of students in attendance at the time of the emergency. They will safeguard these attendance rosters and transport them to the host school if PEMA directs us to evacuate to a host school.
 - j. **Parents will be advised of the status of the situation and/or location through the local media indicated under SNOW STORMS.**
5. **Notification Procedures**
 - a. **Notification of a radiological emergency will come to the Susquehanna Waldorf School from the Donegal School District administration** who will have received notification from the Lancaster County Emergency Management Coordinator.
 - b. **Upon notification of an emergency, the Facilities Manager will notify the faculty chairperson, council chairperson and the rest of the faculty and staff as outlined in the "Fire/Smoke or Explosion" section.**