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## **Agawam Public Schools Safety & Emergency Advisory Handbook Immediate Response**

This School Safety & Emergency Advisory Handbook is designed to provide school personnel with step-by-step procedures on how to respond immediately to a crisis.

Following the instructions in the order in which they are listed will help you to prioritize notification of emergency personnel and to contain escalation and injury during the initial impact of the crisis.

Staff members are reminded to remain calm during the crisis and convey the need to remain calm to the students.

Please note: Once the Police and/or Fire Departments are on the scene, they are in charge of the situation.

**Important Telephone Numbers**

**IF IT IS NECESSARY TO CONTACT THE POLICE OF FIRE DEPARTMENT, PLEASE NOTE THE FOLLOWING:**

**WHO:** Name of caller.

**WHERE:** Name of school and location of emergency.

**WHAT:** Explain emergency situation and what building entrance to use.

**(YOU) ALWAYS HANG UP LAST**

Emergency Medical Service .....	911	Senior High School.....	821-0521
Agawam Police .....	911	Junior High School .....	821-0561
Agawam Fire.....	911	Middle School.....	789-1400 X 449
Poison Control .....	1-800-682-9211	Clark School.....	821-0576
Department of Social Services.....	1-413-205-0500	Granger School .....	821-0581
Bus Company – LPVEC Transportation.....	525-6616	Phelps School.....	821-0587
Superintendent of Schools .....	821-0552	Robinson Park School.....	821-0584
		Early Childhood Center .....	821-0598

## Emergency Response Crisis Management

This represents a systematic approach to safety and involves meaningful involvement of community and regional partners. Activities are planned for the region, the district and the individual schools.

- Each building will receive a safety audit and each team will be trained in conducting safety audits.
- The information obtained from these safety audits is to be used to improve each school's safety plan.
- Plans for parent reunification are to be developed.
- Threat assessment training for building-based crisis teams will be provided.
- Supporting mental health professionals as "recovery resources" (Post Traumatic Stress training).
- Crisis manuals created or updated.

Districts will work together to establish policies, procedures and plans that address individual vulnerabilities and build on collective strengths.

## NIMS Homeland Security

- Resources shared.
- Develop response plan to threat of pandemic/avian flu.
- Special emphasis given to policies and procedures that consider students with special needs.

Response and efficacy will be improved through establishing and supporting drill and practice at the district and regional levels.

## Universal Precautions for School Settings

Universal precautions refer to the usual and ordinary steps all school employees need to take in order to reduce their risk of infections with HIV, the virus that causes AIDS, as well as all other blood-borne organisms such as the Hepatitis B virus.

They are considered universal because they refer to steps that need to be taken in all cases, and not only when a staff member or student is known to be HIV-infected.

They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, germicide, hot water, hand soap, disposable towels and gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spill with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Gloves contribute and added measure of protection, but are not essential if skin

is intact (no cuts, open wounds).

4. Clean up blood spills with the appropriate, germicide, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with a fresh solution.
5. Always wash hands after any contact with bodily fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other bodily fluid spills (urine, vomit, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from the Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers, and Preschoolers with HIV Infection/AIDS Early Childhood Settings. (June 1989)

## Exposure to Blood Borne Pathogens/ Body Fluids

### The Teacher or Staff Member Will:

- Keep other students away from the exposure area.
- Report the incident to the School Nurse immediately.
- Avoid physical contact with blood or other body fluids (use gloves).
- When giving first aid, follow Universal Precautions.
- If exposed to blood borne pathogens/body fluids, wash the affected area with soap and water followed by Betadine.
- Obtain assistance from nurse for follow-up Report of Exposure.
- Notify office/custodian to clean area using Universal Precautions and appropriate disinfectant.
- Dispose of contaminated materials following exposure control policy.

### The Nurse Will:

- Notify Principal or designee.
- Provide appropriate follow-up/assistance with necessary forms.
- Notify parent/guardian if necessary.

### The Principal or Designee Will:

- Notify the Superintendent.

### The Superintendent Will:

- Notify Fire and Police Departments.
- Notify Director of Public Health.



## Hazardous Materials

### The Person Discovering the Incident Will:

- Report materials leak, odors to the Principal or designee. Be prepared to describe the type of material (odor, color, amount, etc.).
- Avoid contact with materials.
- Remove students from the area and/or isolate the area to as few people as possible.
- Stay upwind from the affected areas.

### The Principal or Designee Will:

- Call 911.
- Assess the situation and instruct staff/students to do one of the following:
  - Close all windows.
  - Evacuate the building.
  - If outside spill or threat, remain in place.
  - Shut off HVAC immediately!

### The Teacher Will:

- Follow Principal's or designee's instructions.
- If evacuation is necessary, follow evacuation procedures.
- Wait for further notice.

### The Nurse Will:

- Take student emergency forms.
- Take emergency medical kit.
- Take cell phone.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the Director of Emergency Management.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

DO NOT DISCUSS THE SITUATION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT OR DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC AND MEDIA.

## Death on Campus

### The Person Making the Discovery Will:

- Secure the area (disturb as little as possible, limit access until police arrive).
- Contact School Nurse and Guidance/Adjustment Counselor.
- Contact Principal or designee who will call 911.

### The Nurse Will:

- Call 911.
- Remain on the scene.

### The Custodian Will:

- Report to the area.
- Assist w/securing area and/or redirecting hall traffic.
- Survey area for possible damage or safety hazards.

### The Principal or Designee Will:

- Secure the building and call Code Orange.
- Identify all witnesses and if possible, move them to the Guidance Office. (To the extent possible, witnesses should NOT talk to each other or anyone else.)

- Document all statements made by witness(es); however, do NOT conduct interviews with witness(es)
- Ensure proper supervision in all areas.
- Notify the Superintendent or designee.
- Convene the Building Crisis Team as soon as possible.
- Information will be sent home as soon as possible with the Superintendent's or designee's approval.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team and appropriate agencies as necessary.
- Notify the Director of Emergency Management.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

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## **School Bus Accident**

### **The Bus Driver Will:**

- Call 911.
- Notify dispatcher of the accident and the location.
- With police and EMT approval, the bus will proceed to the planned destination.
- If unable to proceed, follow the directions of emergency personnel.
- Have available list of all students and staff on the bus, with their address if possible.
- Fill out an incident report for those injured or who claim “no injuries” THAT DAY.
- Fill out an operator’s report THE SAME DAY.

### **The Dispatcher Will:**

- Notify the Police and School Principal.

### **The School Nurse Will:**

- Act as a resource person for Emergency Personnel if necessary.

### **The Principal or Designee Will:**

- Notify the Superintendent or designee.
- Notify parents/guardians of all students involved.
- Complete an accident report and forward to the Superintendent.

### **The Superintendent or Designee Will:**

- Convene System-wide Crisis Team if appropriate.
- Notify the Director of Emergency Management.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

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## Natural Disaster/Severe Weather Emergencies

Severe weather may include hurricane, blizzard, earthquake, flood, tornado, severe thunderstorm.

**Watch:** Conditions are favorable for severe weather to develop.

**Warning:** Severe weather is imminent. Take immediate precautions. In the event of a tornado sighting, take shelter immediately.

### The Teacher Will Direct Students to:

- Remain calm.
- Stay indoors, take cover under desks and tables, stay against inside walls, under doorways or interior hallways.
- Stay AWAY from windows.

IF GAS SMELL IS DETECTED, EVACUATE IMMEDIATELY AND NOTIFY PRINCIPAL OR DESIGNEE.

**DO NOT ACTIVATE FIRE ALARM. DO NOT USE CELL PHONES.**

**DO NOT FLIP ELECTRIC SWITCHES ON OR OFF.**

**DO NOT USE WALKIE-TALKIES.**

### The Principal or Designee Will:

- Call 911.

- Notify Superintendent or designee.
- Assess the situation and instruct students/staff to do one of the following:
  - Evacuate the building
  - Remain in place
  - Go to areas of refuge
- Attend to all student/staff safety issues.
- If building is evacuated, take emergency information and first aid kit.

### The Nurse Will:

- Take emergency information.
- Take emergency medical bag.
- Take cell phone.

### The Superintendent or Designee will:

- Convene System-wide Crisis team if appropriate.
- Notify the Director of Emergency Management.
- Notify the School committee.

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### Severe Weather Checklist

- Designated staff should gather all children from outside play recess.
- All children and staff should be evacuated from portable buildings to designated shelter areas. (Move to lower part of building and close to supporting walls.)
- Principal or Assistant Principal should tune in to local weather broadcast on a portable (battery powered) radio.
- Alert office personnel that all telephone lines are to be kept open.
- Alert custodian to open exterior doors to equalize pressure.
- Signal all teachers to move all students to the designated shelter area.
- Custodian or assistant should shut off main utilities (gas & electricity).
- Teachers should take attendance in shelter area and report any missing children.
- At dismissal, hold all students until directed by the superintendent's office.
- Principal gives the ALL-CLEAR signal.

### Utilities Malfunction

(gas, water, steam, electricity)

#### The Person Discovering the Malfunction Will:

- Remove students from the dangerous area.
- Report the malfunction immediately to the Principal or designee.

#### The Principal or Designee Will:

- Conduct an initial investigation to ensure that there is no danger to building occupants, IF THIS CAN BE DONE SAFELY.
- Secure the area if necessary.
- Notify Supervisor of Buildings and Grounds, or designee.
- If danger exists:
  - Initiate evacuation procedures.
  - Notify Fire Department by calling 911.
  - Inform the Superintendent or designee.

#### The Superintendent Will:

- Notify the School Committee if necessary.
- Coordinate the media effort with the appropriate Town Departments if necessary.

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## Fights

### The Person Discovering the Fight Will:

- Call the Student Resource Officer (Senior High School).
- Call the Restraint Team (all schools other than Senior High).
- Walk briskly to fight (Do Not Run) and identify yourself.
- All staff are obligated to assist and take an active role in ceasing any and all hostile activities.
  - Advise spectators to disperse immediately.
  - Yell out combatants' names, identify yourself, and order them to stop. Use "ladies" and "gentlemen" if names are unknown.
  - If you decide to physically intervene, approach students from the side. Do not step between combatants. Separate all combatants and refer them to an administrator.
- Ask for assistance from nearby staff members.
- Notify the Principal or designee immediately or as soon as possible.

### The Principal Or Designee Will:

- Take appropriate disciplinary action.

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## Gangs/Group Violence

### The Person Discovering the Incident Will:

- Report gang identifiers (clothing, signs, colors, street names) to the Principal or designee.
- Report all rumors of violence to the Principal or designee.

### Immediate Action

- Immediately report acts of violence to the Principal or designee.
- Keep students in classes and away from crisis area.
- Close and lock classroom doors and windows.
- Take attendance.
- Wait for further instructions.

### The Principal or Designee Will:

- Call 911 to notify the Police.
- Call Code Orange if appropriate.
- Call the Superintendent.
- Call Student Resource Officer (Senior High School).
- Call Restraint Team (all schools other than Senior High).
- Convene Building Crisis Team.



**The Superintendent or Designee Will:**

- Convene System-wide Crisis Team if appropriate.
- Notify the Director of Emergency Management.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

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**Out of Control Student****The Teacher Will:**

- Ask other staff for help until Administrator and/or Counselor arrive.
- Assure the safety of other students and staff.
- Try to isolate the out-of-control student either by removing him/her or by removing the other students from the area.
- Remain calm and speak in a slow, calm voice.
- Notify the Principal or designee and the Guidance/ Adjustment Counselor.

GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AN/OR OTHERS.

**Do Not:**

- Threaten if threatened.
- Threaten with Police or legal action.
- Laugh or joke with the out-of-control person.

**After the incident:**

- Complete an incident report as soon as possible.

**The Principal or Designee Will:**

- Make certain the situation is under control and that everyone is safe and secure.
- Call 911 to notify Police.
- Call Code Orange if appropriate.
- Convene the Restraint Team if appropriate.
- Call the Student Resource Officer if appropriate.
- Notify parent.
- Notify Superintendent of designee if necessary.

**The Superintendent or Designee Will:**

- Notify the School Committee if necessary.

## Suicide Intent or Attempt

### Intent

#### The Person Who Becomes Aware of the Suicide Intent Will:

- Ensure that the student is NOT left alone.
- Accompany the student to the Guidance Office.
- Notify the Principal or designee and the School Nurse.

#### The Principal or Designee Will:

- Notify the School Psychologist or designee.

#### The Psychologist or Designee Will:

- Notify the parent/guardian.
- Refer student to the appropriate resource for follow-up services.

#### Additional Information

- The student must present written authorization from a mental health professional indicating that it is safe for the student to return to school.
- If any weapons, notify police immediately.

### Attempt

#### The Person Who Becomes Aware of the Attempt Will:

- Ensure that the student is NOT left alone.
- Immediately call the School Nurse to the scene to initiate medical care. If student is able, nurse and staff member will accompany the student to the Nurse's office.
- Notify the Principal or designee and Guidance/ Adjustment Counselor.

#### The Principal or Designee Will:

- Notify Fire Department (for ambulance) and Police Department by calling 911.
- Notify School Psychologist or designee.
- Notify parent/guardian.
- Notify Superintendent or designee.
- Convene Building Crisis Team if appropriate.

#### The Superintendent or Designee Will:

- Notify the School Committee of appropriate.

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## **Violence-Weapons/Hostage Situation**

### **The Person Who Witnesses the Situation Will:**

- Move students to a safe area away from the crisis area
- Immediately report the situation to the Principal or designee.
- Lock doors and windows.
- Account for students.
- Wait for instructions.
- Hold all students in place until instructed otherwise.
- Ignore all fire alarms unless instructed otherwise.

### **If Taken Hostage:**

- If possible get word to the Principal or designee (via word or hand signals to a passerby).
- If possible, remove students from the area.
- Do not try to disarm intruder.
- Keep calm and follow intruder's instructions.
- Direct students to be quiet and sit away from intruder, window and exits.
- Be aware that Police may be able to hear what is taking place and may enter the room at any time.
- Follow Police instructions.

### **The Principal of Designee Will:**

- Call 911 to notify Police.
- Call the Superintendent or designee.
- Convene the Building Crisis Team.
- Take appropriate disciplinary action consistent with School Policy, the Education Reform Act of 1993, and any other pertinent laws.
- Notify parent/guardian of involved student(s).
- Send information home as soon as possible with the Superintendent's or designee's approval if appropriate.

### **The Superintendent or Designee Will:**

- Convene System-wide Crisis Team if appropriate.
- Notify the Town-wide Safety and Security Team if appropriate.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

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## Field Trip Incident

### The Teacher/Field Trip Coordinator Will:

- Attend to any medical needs if there are any injuries or complaints of pain.
- Notify the local Police/Fire Department if appropriate.
- Contact Principal or designee and provide update and actions being taken.
- Complete detailed incident report upon return to school.

### The Principal or Designee Will:

- Contact Superintendent or designee and provide update and actions being taken.
- Send school personnel to the scene if appropriate.
- Contact parent/guardian with update and actions being taken.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the School Committee.
- Coordinate the media effort if appropriate.

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## Medical Emergency

### The Staff Member on Scene Will:

- Call 911 immediately.
- Call School Nurse to the scene immediately.
- Maintain safety until the Nurse arrives.
- Remove all by-standers and non-injured persons from the area.

### The School Nurse Will:

- Report to the scene with the emergency bag.
- Maintain victim safety.
- Notify Fire Department for ambulance if necessary.
- Notify the Principal or designee when emergency is concluded.
- Complete the appropriate forms at the conclusion of emergency.

### The Principal or Designee Will:

- Direct staff/students to remain in assigned areas until further notice.
- Report to scene.
- Supply escort to emergency/ambulance personnel.
- Notify parent/guardian/family member using student/staff emergency form.
- Copy emergency form and send it to the scene of the emergency.
- Assign staff member to report to the Nurse's Office to maintain safety/order.
- Notify Nursing Director to arrange for additional support/coverage if necessary.
- Notify Superintendent or designee.

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## Visitors/Strangers/Intruders in Building

### The Person Who Sees Someone Without a Visitors Pass Will:

- Greet visitor and offer help unless appears to be suspicious.
- Ask visitor to report to the Main Office to sign in and obtain a visitor's pass.
- If the visitor refuses to cooperate, break contact and notify the Principal or designee.
- If it can be done safely, monitor the direction of the intruder.

AN INTRUDER IS DEFINED AS ANYONE IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS WHO REFUSES TO COOPERATE WITH THE VISITORS' POLICY OR APPEARS TO POSE A POTENTIAL THREAT.

### The Person Who Identifies an Intruder Will:

- Notify the Principal or designee immediately who will then call 911.
- NOT send a student to the office to get an administrator.

- Close and lock classroom doors.
- Have all students stand against a wall out of sight of the intruder.
- If it can be done safely, monitor the direction of the intruder.

### The Principal or Designee Will:

- Call 911 to notify the Police.
- Call Code Orange if appropriate.
- Notify Superintendent or designee.
- Send information home as soon as possible with Superintendent's or designee's approval if appropriate.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the Emergency Management Director.
- Coordinate the media effort if appropriate.
- Notify the School Committee.

DO NOT DISCUSS THE SITUATION WITH THE MEDIA.

Suspected Drugs/Alcohol >>>

## **Suspected Drugs/Alcohol**

### **The Person Suspecting Instances Will:**

- Report all suspicions of drug or alcohol possession, use, or distribution to the Principal or designee immediately.
- If teaching, send a sealed note to the office clearly addressed: IMMEDIATE ATTENTION OF AN ADMINISTRATOR.
- Continue to observe person until help arrives.
- If possible, confiscate contraband until an administrator arrives.
- Return to normal routine after person is removed from the area.

GENERALLY, PHYSICAL RESTRAINT SHOULD NOT BE USED. HOWEVER, PHYSICAL RESTRAINT MAY BE USED ONLY TO THE EXTENT NECESSARY TO ENSURE THE SAFETY OF THE STUDENT AN/OR OTHERS.

### **The Principal or Designee Will:**

- Take the appropriate disciplinary action consistent with School Policy, the Education Reform Act of 1993 and any other pertinent laws.

- Notify the Police if the individual is in possession
- Notify the parent/guardian of any involved student(s)
- Notify the Superintendent or designee

### **The Superintendent or Designee Will:**

- Convene System-wide Crisis Team if appropriate
- Notify the Director of Emergency Management Director
- Coordinate the media effort if appropriate
- Notify the School Committee

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## Fire/Explosion

### Teachers Will:

- Pull nearest fire alarm.
- Contact the Principal or designee immediately, who will call 911 to give further information.
- Evacuate immediately.

### The Nurse Will:

- Take student emergency forms.
- Take emergency medical bag.
- Take cell phone.

### The Principal Will:

- Notify Superintendent or designee.
- Attend to all student/staff safety issues.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the Town-wide Safety and Security Team if appropriate.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

## Additional Information

- Teachers will update and post evacuation routes in each room annually.
- Fire officials will be fully in charge and will determine when re-entry is possible.
- If appropriate, information will be sent home as soon as possible with Superintendent's or designee's approval.

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## Fire Procedure

In the event a fire or smoke is detected within a school building, proceed according to the following plan:

### These Actions Should Take Place Simultaneously:

1. Sound FIRE ALARM by pulling the alarm system located in the halls or specific rooms.
2. If possible, confine the fire by closing the door(s) to the area involved. DO NOT ENDANGER YOUR LIFE.
3. Call or go to the Principal's Office to notify office staff of the location of the fire.

Fire Procedures Cont. >>>

4. Call 911 to notify FIRE AND POLICE Departments, give the location of the fire and indicate what is burning, if known.
5. CLOSE ALL DOORS AND WINDOWS AND EVACUATE the building according to instructions posted in individual classrooms. All teachers must take attendance books if this can be done without delay. Move students at least 500 feet from the structure, or to an area designated by the Principal. This area must not obstruct Fire Departments response. Office staff must take attendance records, plus "sign-in" book. TAKE ATTENDANCE. Anyone unaccounted for should be reported immediately to the Fire Official in charge. (Individual classroom evacuation instructions should be posted in each classroom.)
6. If first aid is needed, the School Nurse and certified staff members should assist. The first arriving Fire Department Unit should be notified of injuries.
7. Custodial staff and teachers trained in the use of fire extinguishers may fight small fires. DO NOT ENDANGER YOUR LIFE. Keep a clear lane of travel to the exit.

## Abducted/Missing Student

### The Person Who Suspects or Witnesses the Kidnapping Will:

- Immediately notify the Principal or designee.
- Provide detailed description of abductor.
- Provide detailed description of clothing/time/location when child last seen.

### The Principal or Designee Will:

- Notify call 911 to notify Police.
- Notify parent/guardian.
- Notify Superintendent or designee.
- Keep witness available for police interview.
- Have School Adjustment Counselor identify siblings, friends, and individuals who may need additional support.

## Missing Child

### The Person Who Suspects That a Child Is Missing Will:

- Immediately notify the Principal or designee.

### The Principal or Designee Will:

- Assign staff to begin a search of the building and grounds if the child is missing at school or recess.
- Call bus company if child is missing while in route to, or from, school.

- Find out the following:
  - Child's name and description including clothing worn that day
  - Grade/room/teacher
  - Address
  - Bus stop, bus driver, and list of other students at that stop
  - Names of friends and classmates
  - Try to determine the presence of strangers around the area where the child was last seen
- Notify the student's parent/guardian (check emergency form to determine legal guardian).
- Notify the Superintendent or designee.
- Notify the Police as needed.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the Emergency Management Director.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.
- Communicate with parents/guardians via Connect Ed.

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Sexual Assault >>>

## Sexual Assault

### The Person Who Witness An Assault Or To Whom The Alleged Assault Was Disclosed Will:

- Immediately notify the Principal or designee of the alleged assault.
- Accompany the victim(s) to the School Nurse.
- Act as a co-reporter for filing a 51-A.

### The School Nurse Will:

- Assess the person for emergency medical treatment.
- Contact the Guidance/Adjustment Counselor.
- Contact the parent/guardian, unless that person is the alleged perpetrator.

### The Principal or Designee Will:

- Investigate the alleged assault.
- Notify Police.
- Notify DSS if appropriate.
- Complete and file an incident report by the end of the school day.
- Follow the appropriate disciplinary procedures.
- Notify the Superintendent or designee.

LIMIT QUESTIONS. DO NOT TRY TO INTERVIEW FOR MORE INFORMATION.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Coordinate the media effort with appropriate Town Departments.
- Notify the School Committee.

### Additional Information:

- A sexual assault includes such crimes as indecent assault and battery, rape, rape with force, abuse or assault with intent to rape, and unnatural and lascivious acts.
- Once an incident is determined to be a sexual assault, the Police Department, District Attorney's Sexual Assault Unit, and the Department of Social Services will investigate.

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## Bomb Threat

All bomb threats will be taken seriously, recorded on the Bomb Threat Form, and immediately reported to the Police Department.

### The Person Who Receives the Bomb Threat Will:

- Keep caller on the line as long as possible and remain calm.
- NOT transfer the call or interrupt the caller.
- Follow the Bomb Threat Checklist.
- Notify the Principal or designee who will call 911.

THREATS VIA NOTES SHOULD BE HANDLED AS LITTLE AS POSSIBLE USING CORNERS AND EDGES ONLY.

### The Principal or Designee Will:

- Call 911 and give the operator all information collected from checklist.
- Evacuation of the building will be determined by Principal.
- Notify the Superintendent or designee.
- Follow the specific directions of the Bomb Squad/Police.

### The Superintendent or Designee Will:

- Convene System-wide Crisis Team if appropriate.
- Notify the Town-wide Safety and Security Team if appropriate.
- Coordinate the media effort with the appropriate Town Departments.
- Notify the School Committee.

### Additional Information:

- Direct staff and students not to touch or move any suspicious device or object found on the premises.
- Turn off two-way radios.
- Restrict the use of telephones.
- A search of the premises should be done under the direction of emergency personnel.
- Any decision concerning the dismissal of students is at the discretion of the Superintendent or designee.

DO NOT DISCUSS THE SITUATION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT OR DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC AND MEDIA.

*If a bomb threat call is received or information is obtained that is believed to be a possible bomb threat, complete the **Bomb Threat Checklist**.*

**In case of Bomb Threat Warnings, immediately call:**

• Principal or person in charge.	• Police and Fire Department (9-911)	• Custodian (s)
• Superintendent (821-0548)	• Determine plan of action	

**Plan I–No Evacuation**

After evaluating the threat, collaborate with the Chief of Police or Sergeant-on-duty and Fire Chief or Fire Incident Commander, taking into consideration; the voice, age of caller and the message given, the Principal would decide not to evacuate the building.

**Plan II–Evacuation of Building-No Dismissal**

- **DO NOT TOUCH ANYTHING SUSPICIOUS**
- Teachers will make a visual check of their classrooms for unusual objects. Using fire alarm system; the building will be evacuated in the normal procedure. Students and teachers will follow the regular fire drill plan in evacuating the building.
- Teachers will be responsible for students in their rooms at the time of evacuation.
- Teachers and students should move to a minimum of 500 feet from the school where feasible.

- Teachers will take attendance at the evacuation holding area. (Report missing students to the Principal. Principal then reports missing students to the Incident Commander.) **DO NO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY PRINCIPAL.**

**Plan III–Interior Evacuation-No Dismissal**

- Principal will notify the building search team to conduct an immediate search of primary evacuation areas for each building. After a search of these areas, students and faculty would be directed via PA system to assemble in areas designated by the Principal.
- Police and/or Fire personnel will conduct a search of the remaining sections of the building.
- Upon notification by the senior officer of Police or Fire Department that all areas have been searched, the Principal may permit students and faculty to return to classes.

**Plan IV–Evacuation of Building-Dismissal From School**

- Using PA system, the Principal will instruct students, teachers and staff to collect the things they have with them and leave the building in accordance with building evacuation procedure.
- Using fire alarm system, the building will be evacuated in the normal procedure.
- Move at least 500 feet away from the building.
- Notify bus companies of school dismissal.

## Bomb Threat Checklist

### Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Record the EXACT wording of the threat on a piece of paper or pre-made checklist.

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

### Voice Characteristics

Tone	Speech	Speech (cont.)	Language	Accent
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Lisp	<input type="checkbox"/> Excellent	<input type="checkbox"/> Local
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Disguised	<input type="checkbox"/> Good	<input type="checkbox"/> Not local
<input type="checkbox"/> High pitch	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Foreign
<input type="checkbox"/> Low pitch	<input type="checkbox"/> Cursing	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Raspy	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred		<input type="checkbox"/> Nasal	<input type="checkbox"/> Black

Bomb Threat Checklist Continued >>>

**Manner**

- Poor grammar
- Well-spoken
- Taped
- Message read
- Emotional

**Manner (cont.)**

- Rational
- Irrational
- Deliberate
- Laughing

**Background Noise**

- Office machine
- Street traffic
- Music
- Cellular phone
- Factory machine
- Airplanes
- P A System
- Bedlam
- Trains
- Radios
- Animals
- Voices
- Party
- Quiet
- Music
- Static

## Evacuation Procedure

### The Teacher Will:

- Exit through the nearest safe exit using all available doors.
- Move to assigned evacuation locations. If exit is blocked, use the next closest exit situated away from the emergency.
- Avoid downed power lines, open gas lines and other unsafe conditions.
- Accompany students and stay with them.
- Take student rosters, paper and pencil.
- Take roll to determine if students are missing.
- Report missing students to Principal or designee.
- Report injuries and damage to Principal or designee.
- Unattached students should report to the nearest teacher. Teachers should note student additions and send this information to the Principal or designee.
- Wait for further instructions.

**Please note:** In extreme cases, you may be advised by the Principal or designee to ignore fire alarms.

### Evacuation

#### Before the need of any evacuation, teachers should:

- Familiarize themselves and their students with the rules for evacuation.
- Familiarize themselves and their students with the recommended evacuation routes for all rooms in which they hold classes or other activities.

- Make certain that evacuation routes are posted in every room.

#### During the evacuation teachers are:

- Responsible for assisting in the safe evacuation of all students in his/her classroom.
- Required to instruct students on the location of primary and secondary evacuation routes that are posted in each room.
- Required to instruct students in proper building evacuation procedures.
- Responsible for assisting in the safe evacuation of all handicapped students in his/her classroom who are in need of assistance (a plan must be formulated by the School Nurse at the beginning of the school year).
- Required to take his/her record book and take attendance during a drill. In an actual emergency, the names of missing students are to be reported immediately to the building Principal or his/her designee.
- Required to notify the teacher in the adjacent room anytime he/she leaves his/her classroom unattended.
- Required to establish a designated area where his/her students will meet during a drill or actual emergency (established in consultation with the Principal).
- Not to allow students to go to their lockers for their coats or other belongings at anytime during a drill or actual emergency.



- Not to allow students to re-enter the building until an announcement is issued by the Principal or his/her designee.
- Required to forward any and all information regarding fire, false alarms, or bomb threats to the Principal or his/her designee.

### Staff Responsibilities for the Safe Evacuation of School

#### Nurse is:

- Responsible for the daily dismissal list.
- Responsible for first aid.
- Responsible for medical log.
- Responsible for assisting with the evacuation of students with special needs.

#### Office Secretary is:

- Required to bring roster list of all students and staff, with up-to-date contact information.
- Required to bring daily attendance, tardy and dismissal list for cross checking.

#### Custodian is:

- Required to have a thorough understanding of the emergency lighting system and insure that it is in good working order.
- Required to keep all entrances and exits unobstructed and in good working order.
- Required to maintain emergency exit lights and insure they are in good working order.

- Required to check inspection certificates of all fire extinguishers.
- Responsible for keeping fire doors closed at all times and unlocked when the building is occupied.
- Requested to assist in searching the building for fire and/or other foreign objects.
- Required to check and insure that all fire blankets are in designated laboratory areas.
- Required to have a complete understanding of the alarm system's working order.
- Required to forward any and all information regarding fires, false alarms, or bomb threats to the Principal.
  - Mark the location of all shut off valves (i.e. water, gas, etc.).
  - Identify the emergency oil burner inside switches.
  - Attach wrenches to all gas meter shut-offs.
  - Identify the location of the controls for all public utilities (fuses, vales, shut-offs, electrical switches).
  - Ascertain that all combustibles/chemicals are in approved areas and containers.
  - Collaborate with other city departments to coordinate safety and maintenance schedules of equipment.