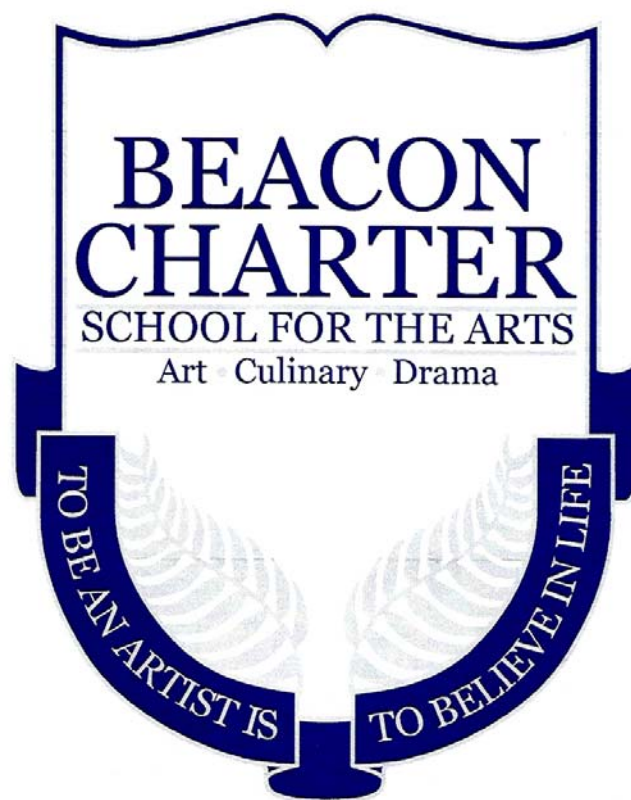


Emergency Procedures Manual



September 2008

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Members of the School Response Team

Name	Position	Phone	Placement
Robert Pilkington	Principal	401.378.7007	Centrally located
Tina Go	Operations	401.623.0643	
Robin Murphy	Dean of Students		
Debbie Jarvis	Secretary		
Mary Hoyle	Nurse		
Michael Skeldon	Academic Dean		

Teachers, Staff and Admin List

Robert Pilkington, Principal/Supt.
 Tina Go, Admissions/Student Support
 Robin Murphy, Dean of Students
 Michael Skeldon, Academic Dean
 Carol Mowry, Foreign Language
 Carolyn Moseley, Visual Arts
 Carolyn Taylor, Inclusion Teacher
 Dawn Souza, Dramatic Arts
 Peter Boland, English
 Jennifer Wall, Humanities
 John Butler, Mathematics
 Carrie Appel, English/Literacy Coach
 Shayna Fox, Science
 Mary Hoyle, RN, School Nurse Teacher
 Ann Brockmann, Special Ed. Admin.
 Nicholas Jzyk, Chef Instructor
 Jason LeClair, Artist in Residence
 James MacDonald, Math
 Debbie Jarvis, School Secretary
 Suzanne Russell, School Based Coordinator
 Mellissa Riccio, Chef Instructor
 Sheila Weinberg, Reading Specialist
 Melodie Thompson, Parent Engagement
 Jonathan Vincent, Transition Coordinator
 Jessica Waters, Science
 Dana Guadagno, Microsoft Office and Business

Location of utility Shut-offs

Electrical Service:	Basement front right
Natural Gas Shut-off:	Basement front right
Ventilation System:	Various points all floors
Heating System:	Thermostats on all floors
Water Shut-off Valves:	Basement front right

Code Descriptions

Shelter in Place	Purple
Fire	Red
Bomb Threat	Blue
Weapons	Orange
Intruder/Lockdown	Green
Teacher in trouble	Yellow

Shelter-In-Place Plan **CODE PURPLE**

In the event of a meteorological, chemical, biological, or radiological event, either accidentally or intentionally contaminating the outside air, the staff and students will seek shelter in a designated area that will maximize their safety. The following plan will be activated if needed.

- The principal will inform all staff, students, and visitors to report to the designated areas- first and second floor hallways. **(Code Purple)**
- Students or personnel who are outside should be brought in immediately.
- Students, all personnel, and visitors will file into hallways with hats, coats, gloves, and general belongings and be seated along the walls with heads covered by arms if danger of explosion.

- Teachers will close classroom windows and bring class rosters to hall and account for all students.
- If necessary advise people to cover their noses and mouths with wet paper towels.
- Electrical, gas, heating, and ventilation, systems will be shut down by designated personnel: custodian and/or admin.
- Radio turned on to the Emergency Alert System (EAS) station for further information and guidance.
- Wait for all clear signals from the emergency response authorities.
- Student and staff emergency numbers, a copy of the school disaster plan and a portable phone should be brought to the shelter by the school secretary.
- All people must remain in safe areas until further notified by the principal or emergency responders. No one will be allowed in or out of the building. The estimated time for remaining sheltered in a place is three hours.
- Essential supplies will be stored in a safe area. Essential supplies will include:
 - Duct tape
 - 2 battery operated radios
 - 6 flashlights
 - Extra batteries
 - Paper towels/tissues
 - 2 first aid kits
 - Water-plastic cups
 - Blankets
 - Two first aid kits

Shelter in Place Duties **Principal**

Make an announcement over the PA system

- "Staff, we are going into a shelter-in-place (code purple). Please close all windows, doors, and shut off lights.
- Everyone is to immediately report to the designated areas on their floors, with their coats.
- All teachers bring your emergency plans and class rosters with you.
- "Any staff or personnel near exits, call all personnel, students and visitors into the building."
- "All rooms immediately report to your designated area in your respective corridors quietly and in an orderly fashion."

THEN:

- Report to the Foyer and check front entrance for any personnel, visitors, students.
- Direct them into the nearest shelter in place area

- Monitor office, Foyer/ 1st floor

Shelter in Place Duties
Teachers

When a shelter in place order is issued, teachers shall:

- Close all windows and doors
- Turn off lights
- Call all student and personnel that you see outside into the building.
- Take disaster plans, emergency cards, identification, coats and general belongings.
- Check classroom bathrooms.
- Direct students to the respective corridors with the coats and seat them as planned and take attendance.
- Confirm with the second floor Response Team Member (resource teacher), that all employees and students have entered their designated corridors (approximately three minutes after the announcement.)
- Cover doors with plastic and duct tape.
- Keep the students calm and quiet.
- When the "All Clear" is announced, immediately remove the tape and plastic from the doors.
- Before exiting the building, attendance must be taken and all students accounted for and present.
- Go outside to the pre-arranged meeting area (Fire Drill areas) and take student attendance. Let the secretary know if someone is unaccounted for.
- When the building is thoroughly ventilated and you are instructed to return by the Principal return to your classroom and take student attendance.
- Students are to stay in classroom
- Students will be dismissed, over the intercom, by homerooms one at a time.

Shelter in Place
Support Staff

When a shelter in place order is issued, the teachers w/o classroom assignments at that time shall:

- Close all windows and doors.
- Assist classroom teacher in evacuating students to the designated corridors.

- Take identification and all general belongings.
- Close all corridor exit doors.
- Assist in sealing all doors/windows with plastic and duct tape.
- When the "All Clear" is announced, immediately open the doors.
- Go outside to the pre-arranged meeting area and check in with the secretary.
- When the building is currently ventilated and the principal has instructed returning to the building, return to the classroom.

Shelter in Place Duties Secretary

When a shelter in place order is issued, the secretary shall:

If the principal is not available to make the announcement, the secretary announces:

- "Staff, we are going into a shelter-in-place (code purple). Please close all windows, doors, and shut off lights."
- Everyone is to immediately report to the designated areas on their floors, with their coats.
- All teachers bring your emergency rosters with you.
- "Any staff or personnel near exits, call all personnel, students and visitors into the building."
- "All rooms immediately report to your designated area in your respective corridors quietly and in an orderly fashion."

THEN:

- Locate a cell phone
- Have available the following
 - Disaster plans
 - Daily attendance
 - Emergency cards
 - Visitor log/sign in
 - Student sign in/out sheet
 - Staff signs in/out sheet
 - Identification and belongings
 - Determine visitor/personnel that need to be accounted for and radio response team members for verification that everyone is accounted for.
 - Contact authorities and notify them of the number of people that are sheltered in at the school and where they are in the building.
 - Set up weather radio.
 - Monitor communication-listen for official announcements from local authorities.

- When the "All Clear" is issued, take the sign in sheets, two way radio, and phone and proceed to a pre-arranged meeting area outside the buildings.
- When the "All Clear" is issued, take the sign in sheets, two way radio, and phone and proceed to a prearranged meeting area outside the building.
- Account for personnel and visitors using sign in sheets. Report any discrepancies to the principal.
- When the building has been ventilated, return to the building with sign-in sheets and two way radios.

Shelter in Place Duties Nurse

When a shelter in place order is issued, the nurse shall:

- Close all windows, turn off lights and air conditioning in the office.
- Set up emergency medical supplies.

Shelter in Place Duties Operations Officer

When a shelter in place order is issued, the custodian shall:

- Immediately turn off all air handling equipment (HVAC)
- Hang the "SHELTER IN PLACE IN EFFECT-NO ENTRY" sign and go to the front door of the school building.
- Stay in the foyer and after 3 minutes have passed, lock the front doors.
- Cover necessary doors and windows with duct tape.
- Remain in the office until the "All Clear" is announced.
- Once an "All Clear" announcement is made, proceed to turn on all air handling equipment (HVAC).
- Unlock front door, take sign down, prop doors open.
- Go to the pre-arranged meeting area outside and check in with the secretary.
- Once the building has been completely ventilated and the principal has instructed people to return to the building, close and lock the front door and put sign away.

Shelter in Place Duties Chef

When a shelter in place order is issued, the kitchen and lunch monitors shall:

- Close and lock all windows in the kitchen and cafeteria.
- Turn off ventilation system, kitchen equipment and lights.
- Close all doors.
- Leave all lunch trays on tables.
- Direct students to their respective corridors with their coats (the corridor nearest to their classrooms).
- Check immediate exits and call everyone into the building.
- Check the following areas and turn off the lights: kitchen, dining area, and bathrooms
- Take disaster plans, identification, coats and belongings and any visitors and report to the hallway on the first floor.
- Remain in the corridor until the "All Clear" is announced. Immediately go, with any visitors outside to the pre-arranged meeting area and check in with the secretary.
- After the building is thoroughly ventilated and the principal has instructed to reenter, return to the kitchen/cafeteria.

**FIRE PLAN
CODE RED**

**BOMB THREAT PLAN
CODE BLUE**

IMMEDIATE EVACUATION

- **CELL PHONES AND TWO WAY RADIOS ARE NOT TO BE USED BY ANYONE NOT ACTING IN AN OFFICIAL CAPACITY!** Students who use cell phones during a bomb threat may be suspected of contacting the threat maker with a report of the school's activities (for instance: Are the kids in or out of the building? Are there police and fire there yet? Did the principal evacuate everyone? Where are all the kids now?).
- Do not use exits that must bring you by the parking lots.
- See bomb threat list – it should be filled out by person taking the call if threat comes in by phone.
- In case of a prolonged evacuation or BOMB THREAT students and staff will file out of the building and walk to designated areas on or off school grounds.
- In a BOMB THREAT, all book bags must be taken out of the building and carried by the student/owner
- In a BOMB THREAT, exit via the rear 2nd floor loading dock door, proceed up the hill to the top of the street, go around the block, down Federal St., across Main St. and continue to the rear of the Stadium Theatre. The theater will be opened by Beacon personnel with keys and alarm codes to the theater and students will file in and reassemble with their teachers and their classmates.

- Copies of emergency plans, personnel and student emergency records, attendance and daily sign-out sheet will be brought by the school secretary.
- Teachers will bring class lists and immediately escort students out of the building to designated area.
- All support personnel who are at Beacon Charter High School should assist as needed.
- Designated personnel, with assistance from school department personnel, will answer parental concerns and assist in the dismissal of the children if necessary.
- The principal will remain at designated command post with officials.
- In the event of an off site evacuation the secretary will contact the Principal. The Principal will decide if and when to call local radio stations that need to be informed of the type of emergency and be requested to make appropriate announcements. Radio stations will describe the evacuation plan and where and how parents may pick up their children.

Message to radio stations:

Beacon School has evacuated the students and staff. They are relocated off school grounds to _____. Parents may pick up their child at _____. Parents are to enter at the rear parking lot door of the Stadium Theatre, give their name, an ID, such as license and their child's name to the school personnel waiting at the door. Your child will be located and brought to you. Nobody will be allowed to dismiss a student if his or her name is not on the emergency form.

OFF PREMISES EVACUATION PLAN

Move to new location due to power failure or gas leak or other emergency

- All students, visitors, and personnel, will file out of the building with hats, coats, and gloves and walk to new location (Stadium Theater)
- Secretary will bring a copy of disaster plans, attendance, and student personnel emergency sheets.
- Follow the plan on the page before.

FIRE DRILL CODE

- Every Drill is to be regarded as a real fire.
- Drills can take place at any time.
- The signaling device must be heard in all parts of the building and shall be used only for fire drills.
- Students who need assistant shall be escorted from the building.
- The Secretary is Responsible for taking the emergency forms with him or her.
- Restrooms must be checked by the nurse
- Teachers should close doors and windows.

- Teachers are responsible for taking their class rosters with them.
- Teachers should leave the building with their classes.
- Students must not run during a fire drill.
- Classes should go to their designated outside areas.
- Designated areas must be away from the building, in a safe place out of the path of a fire apparatus.
- Teachers must take attendance once their classes have lined up outside.
- Students may return to the building once the all clear is sounded.

SCHOOL EXITS FOR FIRE DRILL

- The office, and Nurse's office will proceed to the foyer and exit out the front doors.
- Cafeteria/Gym (if @YMCA) will proceed out of the building to the alley way across from the school.
- Culinary will proceed to exit the front door to the Municipal parking lot on the left.
- Other areas are to follow the exit plans as posted in each room.

MEDICAL EMERGENCY PLAN CODE WHITE

Procedure to follow:

- Do not move the victim.
- Notify the office immediately. The secretary or principal should announce code white over the intercom with information about location of emergency.
- The nurse and/or Dean of Students will proceed to the scene.
- Teachers should monitor the students and keep them in the classrooms if possible.
- Appropriate personnel should be notified as needed: principal, school psychiatrist, janitor or rescue.
- The nurse will determine if a parent or rescue need to be called.
- The nurse will complete an accident report and submit it to the principal

LOCK DOWN

WEAPON THREAT CODE ORANGE

INTRUDER IN THE BUILDING CODE GREEN

- Lock down is announced over PA and if possible with information on location of emergency.
- Plan is self activated by all personnel if gunshots are heard. PA announcement need not be heard in order for teacher to react.
- Shut and lock all classroom doors and windows.
- Pull shades and cover door windows with paper if possible.
- File students into an area of the room away from all doors and windows, crouch low on the floor behind teacher's desk, against far walls or under student's desks or tables.
- No one is to leave their classrooms until notified.

TEACHER IN TROUBLE CODE YELLOW

- A code yellow is called into office over PA stating location of problem.
- Code yellow is announced on PA.
- Principal immediately reports to teacher in need.
- Designated personnel (Deans, Operations, school nurse, psychiatrist, physical education teacher) will meet principal to assist.
- Proper authorities and/or rescue personnel will be contacted as needed.

FAST STORM SHELTER (Wind storm, tornado, and hurricane)

Students, all personnel and visitors, file into the hallways or each corridor and sit against the walls with their heads tucked and covered with arms. Use disaster boxes if needed after danger has passed.

STORM SHELTER (Blizzard)

Students, all personnel, and visitors stay inside the building in the classrooms or cafeteria. Use disaster boxes if necessary for comfort and safety. Secretary obtains a list of visitors and their emergency contact numbers. The authorities are contacted and notified who is at the school and their locations.

******ALL DOORS ARE TO BE LOCKED DURING THE SCHOOL DAY. ONLY SCHOOL PERSONNEL MAY OPERATE CAMERA MONITOR AND ENTRANCE SIGNAL.**

*****ALL VISITORS MUST OBTAIN A VISITORS PASS FROM THE MAIN OFFICE. IN CASE OF AN INTRUDER IN THE BUILDING, NOTIFY THE OFFICE IMMEDIATELY.**