

KEYSTONE
EDUCATIONAL COLLABORATIVE

Keystone Educational Collaborative

Emergency Operations Plan
Keystone Educational Collaborative
2 Shaker Rd D215, Shirley MA

2024-2025

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INTRODUCTION

The safety of students and staff in the Keystone Educational Collaborative is of the utmost importance and will remain a priority during the school year.

The purpose of the **EMERGENCY OPERATION PLAN** is to provide school staff with a useful framework for responding to a crisis or school safety event that may occur throughout the school year.

When a crisis or school safety event occurs, it is essential that all staff act in an efficient and timely manner that supports the highest degree of safety for all students and school personnel and reduces the impact of the event.

When necessary, school personnel should call upon the appropriate public safety and emergency officials needed to respond to the respective crisis or school safety event.

Privacy and confidentiality are extremely important during emergencies. During an event, hallways shall be free from student and staff onlookers with classroom doors closed. Staff should clear and secure halls on both EMS entrance and exit. In the event that the main lobby is used, the lobby shall be temporarily cleared and closed to visitors. Upon arrival, EMS shall be escorted into the building through the nearest available entrance directly to the location of the crisis.

In order for an emergency response to be most effective, it is also necessary that Keystone administrators review the EOP and Emergency Guide with their faculty annually and provide ongoing school safety training, as needed, throughout the school year.

BACKGROUND

History & Mission

The Keystone Educational Collaborative an approved public day school, was founded in 1975 and is currently supported by its twelve member districts, Ashburnham-Westminster RSD, Clinton PS, Gardner PS, Lunenburg PS, North Middlesex RSD, West Boylston PS, Ayer-Shirley RSD, Fitchburg PS, Leominster, PS, Narragansett RSD, Quabbin RSD, and Winchendon PS.

Keystone is governed by a Board of Directors who ensure that its purpose of providing educational, clinical, and therapeutic services to children in grades Kindergarten through 12+ (ages 5 to 21) of public school districts in Massachusetts is upheld.

Keystone provides a quality education to students in need of specialized services in a cost effective manner for member and non-member public school districts. We employ more than 120 full-time dedicated employees and serve over 150 students each year.

Keystone strives to build capacity to support all students by developing programs to complement and strengthen the needs of our member districts, thereby enhancing and increasing educational opportunities for all students.

Confidentiality

Any information pertaining to employees, to the operation of Keystone Educational Collaborative, to students and others served by Keystone, which is received or learned by an employee in the course of employment, must be maintained in confidence. Further, employees must adhere to all state and federal laws and regulations regarding the confidentiality of student and employee records or information. Requests for the release of student records or information must be referred to the Program Director. Requests for information about an employee should be referred to the Central Office.

Collaborative TEAMS

Each year, the Executive Director shall identify members of the Systemwide Response Team (SRT) for the continued development and implementation of the Keystone Educational Collaborative Safety Plan.

Each Building Site shall identify an Incident Coordinator (IC) to be the leader of the Building Response Team (BRT). The IC will develop and manage a Building Response Team consisting of 3-5 members to manage crisis situations. The BRT members will be assigned radios and be issued high visibility traffic vests that will be worn when activated.

Each Program Director shall identify appropriate staff each school year to be on the Program Response Team (PRT) for crises within the program.

Public Statement / External Communications

The Executive Director, unless otherwise delegated, has the sole responsibility for handling public statements to the media and speaking with the press (reporters for local or national publications) on issues pertaining to Keystone Educational Collaborative.

All appearances by an employee as a representative of Keystone Educational Collaborative or professing to speak on behalf of Keystone must be authorized and cleared with the Executive Director. Press releases or speeches that propose to represent a position of Keystone Educational Collaborative on issues or policies must be cleared with the Executive Director.

Communication with other outside sources regarding the business of Keystone Educational Collaborative should be coordinated through the Office of the Executive Director, unless otherwise delegated.

Communication is defined liberally including face-to-face meetings, phone conversations, written statements on Keystone letterhead, email, etc. The outside sources referred to in this policy include, but are not limited to:

- Legislators, state or federal representatives or senators
- Members of the Keystone Board of Directors
- State or Federal officials
- Funding Sources
- State commissioners or similar personnel at the administrative policy level.

This policy is not intended to preclude employees from expressing their views as individuals on matters of interest to them. It is only intended to assure that persons authorized to do so are representing CMC in the public view. This policy is also not intended to hamper employees who are involved in specific work-related activities with an outside source. Employees are encouraged to request clarification from the Executive Director if needed.

Disability Integration / Special Populations

The Keystone Educational Collaborative maintains a list of students with mobility impairment that is updated regularly by the school nursing staff. Staff are trained in the evacuation and movement of students with additional faculty assigned as needed for an evacuation or during drills and exercises.

The Keystone Educational Collaborative is in contact with the Federal Emergency Management Agency (FEMA) Region I Office of Disability and Functional Needs as updates and recommendations come forward that could be implemented for those students with access and functional needs.

All Keystone Educational Collaborative School buildings are compliant with the American with Disabilities Act (ADA) and as renovations and changes are made, consultation with the City of Leominster and Fitchburg Office of Disability is done to make sure ADA compliance is met.

IMPORTANT TERMS

Building Response Team (BRT)

A team of staff members called together by the Building Administration to assist in a crisis situation. The role of the building response team is to work as an organized unit, instituting practice sessions for all staff and students, and serving as a resource team in the event of an actual incident. Members may vary due to staffing/needs at each level. This team needs to have a strong working knowledge of all aspects of the plan. The team, in concert with the Executive Director, will need to confer at the onset of an incident in order to:

- Determine if there is a crisis, identify the type of crisis and assess the level of any crisis identified
- Determine the response objectives

- Select response strategies
- Ensure joint application of tactical activities
- Maximize the use of available resources

BRT is activated for Building Emergencies including but not limited to:

- Evacuation-staff/students evacuate to Level 2 staging area (500ft from incident) or their designated off site location
- Fire/Explosion
- Lock-Down or ALICE
- Shelter in Place
- Large Scale Medical Emergencies

Command Post

A predetermined location for communications, used by the team during a crisis situation.

Crisis/Incident

A crisis and/or incident is defined as any event that threatens the safety or security of an individual or groups of individuals in a school building or at a school-related event.

Incident Coordinator (IC)

The Incident Coordinator for each program will be the Program Director. In buildings with more than one Program Director, a lead Director will be designated as the Building Incident Coordinator. In the absence of the designated Program Director or lead Director, the director designee will be the Incident Coordinator. The director designee needs to know at all times when he/she is in charge. If and when the police or fire departments become involved in the incident, a unified command (school, police and fire) will work together to coordinate the situation. It is important for the Incident Coordinator to confer with the Executive Director at the onset of any crisis situation. The Incident Coordinator has the authority to act immediately in the event of an incident, however, if possible without compromising student and staff safety, communication with the Executive Director should occur at the onset of the incident as an important component of an effective response.

Incident Report

A written Incident Report is required for all incidents. The Incident Report is the responsibility of the staff initiating the crisis response with the support of the Incident Commander. The final written report will require the testimony of each adult involved in the incident.

Program Response Team (PRT)

Staff members that go to incidents within the program immediately after they are called over the intercom/walkie-talkie system. Team members are trained in Crisis Prevention Intervention techniques and/or similar crisis response techniques.

The team is utilized when:

1. A student is out of control, unable to stop his/her behavior voluntarily and is not responsive to commands to stop;

2. A student's behavior requires immediate attention in order to protect the safety of the student, teacher or others. The behavior appears dangerous or potentially dangerous if it is allowed to continue;
3. If a student/staff member/visitor is having a medical emergency;

Systemwide Response Team (SRT)

A team of staff members who serve and support all Keystone programs and provide support for post occurrence analysis. The Systemwide Response Team is coordinated by the Executive Director and/or his/her designee and includes members of the Keystone Safety Committee and may include additional staff selected based on their knowledge of an incident. The team reviews and approves program response team protocols and building response team plans. The team periodically reviews and revises the Keystone Emergency Response Plan.

This team may respond to significant incidents at all Keystone sites to assist in: Behavioral Emergencies, Emotional Emergencies, Student-Staff Death, Student Intervention, Medical Emergency, and Public Safety Events. They may also provide assistance to the "Building Response Team" when they are deployed. **The Systemwide Response Team is activated at the discretion of the Executive Director.**

The Systemwide Response Team has Responsibility to:

1. Develop and implement procedures for prevention, intervention and postvention at all grade levels;
2. Refer and assess students at risk of harm to self or others and/or who engage in behavior that would endanger the school community;
3. Disseminate information to students, staff and community on referral procedures;
4. Provide training for teachers and staff; and
5. Assist the Program Director in controlling emergency situations.

STAGES OF AN INCIDENT

Every incident can be described in four (4) stages. Each stage has a unique set of procedures, expectations, and directives.

STAGE 1: ONSET – The first 10-15 minutes of a crisis is critical to the safety and security of individuals. It is when panic is most likely to occur, and it is a time when awareness of the roles of responsible adults is essential.

STAGE 2: OCCURRENCE – Following the onset of an incident any number of variables may impact the longevity of the incident. During this period everyone is to remain focused on his or her role and responsibilities. The command of the situation may shift from administration to emergency personnel. Precautions need to be taken to prevent the further development of the incident. The focus should be on protecting and supporting the students for whom you are responsible.

STAGE 3: POST OCCURRENCE – Through the balance of the day(s), as the incident dissipates, there will be a return to normalcy. However, the actual return to a normal environment varies with the individual, grade level, and other variables depending upon the nature of the incident. Our process needs to recognize these differences and provide a nurturing environment for staff and students. Appropriate communication needs to occur, and the school community needs to sense closure to the incident, i.e. a return to normal procedures and a focus on the business of school. A major component of the post occurrence stage is the need to write an Incident Report.

STAGE 4: FOLLOW-UP – Every significant incident requires post occurrence analysis. What did we do correctly? What changes do we need to make in our procedures? Are there things we could have done differently? This may require internal procedural changes in the event of a similar incident or a change in general procedures for all schools. The incident statements for each section of this handbook are focused primarily on the immediate steps of incident response. Every incident should be viewed with regard to these four stages. Each stage dictates specific actions of responsible adults.

RESPONSE TEAM DUTIES

The Program Response Teams (PRT) - serves individual programs

The Building Response Teams (BRT) - serves each individual site

The Systemwide Response Team (SRT) - serves all sites

The teams have responsibilities during the following incidents:

| INCIDENT TYPE | RESPONSIBLE TEAM(S) |
|---|---|
| Student Behavioral or Emotional Emergency | Program Response Team (BRT or SRT if needed) |
| Staff Behavioral or Emotional Emergency | Program Response Team (BRT or SRT if needed) |
| Visitor Behavioral or Emotional Emergency | Building Response Team (SRT if needed) |
| Student or Staff Death | Systemwide Response Team |
| Student Medical Emergency | Program Response Team (BRT if needed) |
| Staff or Visitor Medical Emergency | Program Response Team (BRT if needed) |
| Public Safety Incident | Systemwide Response Team |
| Fire Drill – Fire Alarm | Building Response Team |
| Lockdowns – ALICE Incidents | Building Response Team |
| Weather Emergency | Building Response Team |

CRISIS RESPONSE FOR ADMINISTRATION

Upon learning of an emergency, the Program Director/Incident Coordinator is responsible for:

- IMMEDIATELY** verifying the information received and if confirmed, initiating and overseeing the emergency response procedures as outlined in the Emergency Operations Manual.
- Document** relevant details including the type of incident, the location of the incident and who is involved/impacted.
- Contact 911** and give the dispatcher relevant information and the address of the school and any specific directions relevant to the incident (e.g.: door to enter).
- Assign** staff to meet First Responders and direct staff to escort First Responders to the incident site(s) and the Incident Coordinator.
- Move** all nonessential people (e.g. students, staff, visitors) to a safe distance.
- Secure** the area.
- Restrict** access to essential personnel only.
- Notify** the Executive Director and update on the reason for the call to 911.
- Activate** the Building Response Team (BRT), if appropriate and in consultation with the Executive Director.
- Have injured person(s) examined** and monitored by the Nurse until emergency personnel arrive;
- Upon arrival of First Responders, **provide emergency personnel with any requested specifics** regarding the incident, location, and student/staff injury and escort them to the area of the incident.
- Follow all Emergency Personnel (fire/police) instructions.**
- In the event of medical emergencies:
 - **Document** the names and the medical status of the injured and where the injured are being transported.
 - **Assign** staff to accompany students/staff to the hospital.
 - **Notify** parents/guardians.
 - **Notify** the Executive Director as to which hospital the student/staff was transported.

- In the event of an evacuation:
 - **Have** student and staff attendance rosters and the Emergency Classroom Go-Kit.
 - **Evacuate** 500 feet away from the building, "unless instructed otherwise..."
 - If re-entry to the building is not allowed, **proceed** to the designated evacuation site.
 - If the school day ends at the evacuation site, then **arrange** for transportation and other essential services.

- For all events, **ensure** that all parents and guardians of involved/impacted students are contacted and provided with relevant information.

- If appropriate, **contact** the students' LEA (sending school district) and provide relevant information.

- Remain** on the scene until the incident is fully resolved.

- DO NOT** make phone calls, post on social media or speak with the media.

If the school is closed down, a public service announcement will be coordinated between the Program Director and Executive Director. The public service announcement will include telephone number(s) and contact information for the affected family/guardian to receive updated information.

After the Incident:

- Report** to the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;

- Complete** a written Incident Report and submit to the Executive Director within 24 hours of the incident.

KEYSTONE EMERGENCY GUIDE

BIOLOGICAL AGENTS

WHEN DEALING WITH A SUSPECTED BIOLOGICAL AGENT

SCHOOL PERSONNEL WILL:

- Avoid contact with the suspicious material;
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Restrict access to the impacted area;
- Notify Program Director or designee;
- Be prepared to describe: the types and quantity of material found (liquid, solid, powder, etc.), where it was found, who may have been exposed, etc.;
- Wait for further instruction;
- If evacuation is necessary, follow school evacuation procedure (refer to EVACUATION PROCEDURE);
- Keep all nonessential people away from the impacted area until notified it is safe to return;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

BLOOD-BORNE PATHOGENS & BODILY FLUIDS

WHEN DEALING WITH BLOOD OR BODILY FLUIDS (URINE, FECES, VOMIT AND SPUTUM)

SCHOOL PERSONNEL WILL:

- Treat all bodily fluids as if they are infectious;
- Observe Universal Precautions to prevent contact with bodily fluids, blood and other potentially infectious materials;
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Restrict access to the impacted area;
- Notify Program Director or designee;
- Be prepared to describe: the types and quantity of fluid found, where it was found, who may have been exposed, etc.;
- Wait for further instructions;
- DO NOT touch bodily fluids, blood or other potentially infectious materials unless wearing appropriate PPE (gloves, surgical mask, face shield, fluid resistant clothing, etc.);
- Keep all nonessential people away from the impacted area until notified it is safe to return.

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident.

BOMB THREAT

IMMEDIATELY REPORT THE FOLLOWING:

- Suspicious device or package in building or along the evacuation route when evacuating for a verified threat.
- Suspicious conversations regarding a potential threat or about the incident after a verified threat.

UPON HEARING OF A BOMB THREAT SCHOOL PERSONNEL WILL

LEAVE DOORS AND WINDOWS OPEN

DO NOT:

- DO NOT turn lights on or off;
- DO NOT turn on or off any other electrical power sources;
- DO NOT use radio transmitted devices (i.e. beepers, cell phones, or walkie-talkies) inside the building or within a 500 feet evacuation area.
- DO NOT make phone calls, post on social media or speak with the media.

DO:

- IMMEDIATELY move your students, all unattached students and any visitors to designated rally point (500 feet away from building unless directed otherwise);
- Bring Student Attendance Roster and stay with students as they exit;
- Upon arrival at designated location, have unattached students report to nearest teacher;
- Take attendance to determine if any students, staff or visitors are missing;
- IMMEDIATELY report missing students, staff or visitors to the Program Director or designee and work with them to locate all students, staff and visitors;
- Have injured person(s) examined by the Nurse or onsite emergency personnel;

- Wait for further instructions.

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director within 24 hours.

CRIMES ON SCHOOL PROPERTY

IMMEDIATELY, report all suspicious activity and crimes to the Program Director. This includes but is not limited to any and all THEFT, VANDALISM and THREATS. (Please also see VIOLENCE ON SCHOOL PROPERTY.)

UPON LEARNING OF OR OBSERVING A CRIME ON SCHOOL PROPERTY

SCHOOL PERSONNEL WILL:

- If there is imminent threat or danger to you or others, initiate a TEAM call for immediate assistance.
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Return to business as usual after trained staff have arrived and have assumed responsibility for managing the incident;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

Gang Awareness

WHEN DEALING WITH GANGS and POTENTIAL GANG RELATED ACTIVITY

SCHOOL PERSONNEL WILL:

- Report any suspected gang involvement (clothing, signs, colors, street names, graffiti etc..) to the Program Director;
- Report any student who admits to gang affiliation to the Program Director;
- Report any and all rumors of gang violence and/or other gang activity to the Program Director.

DANGEROUS ANIMALS ON SCHOOL GROUNDS

WHEN DEALING WITH A SUSPECTED DANGEROUS ANIMAL

SCHOOL PERSONNEL WILL:

- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Restrict access to the impacted area;
- Notify Program Director or designee;
- Be prepared to describe: the type(s) of animal found, where it was seen etc.;
- Have injured person(s) examined by the Nurse or onsite emergency personnel;
- Keep all nonessential people away from the impacted area until notified it is safe to return;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

DISRUPTIVE PERSON

WHEN DEALING WITH A DISRUPTIVE STUDENT, STAFF or VISITOR

SCHOOL PERSONNEL WILL:

- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Remain calm and speak in a slow, quiet voice using verbal de-escalation techniques;
- If safe to do so, direct and escort disruptive person to a predetermined, safe, supervised location;
- If there is imminent threat or danger to you or others, initiate a TEAM call for immediate assistance;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Once supported, notify the Program Director and initiate a HOLD IN PLACE announcement for clearing of the area surrounding the incident;
- Use physical intervention and/or restraint as a last resort and only if needed to assure the safety of the person(s) involved or others present (Please refer to the CMC Policies and Procedures for use of restraints);
- Have injured person(s) examined by the Nurse or onsite emergency personnel;
- Return to business as usual after the person is removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

DRUGS & ALCOHOL

WHEN DEALING WITH SUSPECTED DRUG OR ALCOHOL USE

SCHOOL PERSONNEL WILL:

- IMMEDIATELY report all suspicions of drug, alcohol or paraphernalia possession, use or distribution to the Program Director;
- If teaching, send a note in a sealed envelope to the Program Director marked “Important: Open Immediately”;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Return to business as usual after the person is removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

EVACUATION PROCEDURE

UPON HEARING THE EVACUATION CODE

Upon hearing an evacuation announcement “Attention everyone, we are evacuating the building at this time, please evacuate 500 feet from the building and bring student and staff rosters with you. This is not a drill.”

SCHOOL PERSONNEL WILL:

- IMMEDIATELY direct your students, any unattached students and visitors to exit through the nearest safe exit using all available doors;
- Bring Student Attendance rosters and classroom Go-Kit and stay with students as they exit;
- If exit is blocked, use the next closest, safe exit situated away from the emergency;
- Avoid unsafe conditions and contact with the suspicious material;
- Move with your students, any unattached students and visitors to designated Rally Point (500 feet away from building unless directed otherwise);
- Upon arrival at designated location, have unattached students report to nearest teacher;
- Take attendance to determine if any students, staff or visitors are missing;
- IMMEDIATELY report missing students, staff or visitors to the Program Director or designee and work with them to locate all students, staff and visitors;
- Have injured person(s) examined by the Nurse or onsite emergency personnel;
- Wait for further instructions;
- DO NOT make phone calls, post on social media or speak with the media.

FIRE / EXPLOSION

WHEN DEALING WITH A FIRE/EXPLOSION

SCHOOL PERSONNEL WILL:

- Pull the nearest fire alarm;
- If possible, without compromising student and staff safety, contact the Program Director or designee and give the exact location of fire/explosion;
- IMMEDIATELY direct your students, any unattached students and visitors to exit through the nearest safe exit using all available doors;
- Bring Student Attendance Rosters and stay with students as they exit;
- If exit is blocked, use the next closest, safe exit situated away from the emergency;
- Avoid unsafe conditions (e.g. exhaust, chemical vapors or flying debris);
- If someone catches fire:
 - ✓ If a co-worker or student's clothing catches fire and you have a fire blanket, put the blanket on them to smother the fire
 - ✓ If a co-worker or student's clothing catches fire and you do not have a fire blanket, knock the person to the floor and roll him or her to smother the flames
 - ✓ If your clothing catches fire, stop, drop to the floor and roll to smother the fire
- Move with your students, any unattached students and visitors to designated Rally Point (500 feet away from building unless directed otherwise);
- Have unattached students report to the nearest teacher;
- Take attendance to determine if any students, staff or visitors are missing;
- IMMEDIATELY report missing students, staff or visitors to the Program Director or designee and work with them to locate all students, staff and visitors;
- Have injured person(s) examined by the Nurse or onsite emergency personnel;

Wait for further instructions;

DO NOT make phone calls, post on social media or speak with the media.

HAZARDOUS MATERIALS

WHEN DEALING WITH SPILLS, LEAKS, ODORS, EXPOSURES, DANGEROUS CONTAINERS CONDITIONS (page 1)

SCHOOL PERSONNEL WILL:

- Avoid inhaling gasses/vapors/smoke and avoid contact with contaminated surfaces;
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Restrict access to the impacted area;
- Contact Program Director/designee;
- Be prepared to describe: the types and quantity of material found (liquid, solid, powder, etc.), the type of threat (spill, leak, odor, dangerous container), where it was found, who may have been exposed, etc.;
 - Review Addendums # 2 and 3 regarding unsafe chemicals and hazardous materials;
- If evacuation is necessary, follow school evacuation procedure (refer to EVACUATION PROCEDURE);
- Wait for further instruction;
- DO NOT return to the area until authorized to do so.

During the Incident:

- Provide as much of this information as soon possible to the First Responders and to the CMC Executive Director;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

HAZARDOUS MATERIALS (continued)

WHEN DEALING WITH SPILLS, LEAKS, ODORS, EXPOSURES, DANGEROUS CONTAINERS CONDITIONS (page 2)

Facilities Personnel **MAY** perform the following if it is safe to do so:

DO attempt to contain a hazardous material spill by:

FIRST:

- Confirm that all persons nearby have been alerted and are not in danger consulting Safety Data Sheets (SDS) for hazards, clean up procedures, personal protective equipment (PPE), respiratory protection and decontamination procedures;
- Don appropriate personal protective equipment (PPE), as directed by the Safety Data Sheets (SDS);
- Secure area and prevent unauthorized entry;

THEN:

- Protect floor drains from spill (to prevent environmental releases) by placing spill socks and absorbents around drains;
- Cover spill area with compatible absorbent powder, working from the outside; circling to the inside to reduce the chance of splashing or spreading;

NOTE THAT:

- If the material is warm or giving off vapors, ventilate the room to the outside if possible and shut off ignition sources;
- Contact the Facilities Department to coordinate a vendor to clean up the spill;
- File a written incident report with Program Director within 24 hours and also complete Addendum # 3: Hazardous Materials, Incident Report Form and submit to the School Safety Coordinator;

DO NOT attempt to contain or clean up a hazardous material spill unless you have been authorized and;

- You are trained and comfortable with the situation;
- You are wearing adequate personal protective equipment;
- Spill supplies are available as specified on the Safety Data Sheet (SDS).

HOLD IN PLACE

HOLD IN PLACE is a command to clear the hallways of all nonessential people and HOLD all students, staff and visitors in the classroom or other designated area;

A HOLD IN PLACE will be announced when there is a safety concern such as an altercation, a crisis, student/staff injury or illness in the hallway;

Situations requiring Law Enforcement or Emergency Medical Services shall also necessitate the HOLD status upon their arrival and departure.

UPON HEARING HOLD IN PLACE

Upon hearing a Hold in Place announcement *“Attention everyone, we are in a Hold in Place. This is not a drill. Please stop all transitions until further notice.”*

SCHOOL PERSONNEL WILL:

- IMMEDIATELY direct your students, any unattached students and visitors in the hallways/common areas to go into the nearest classroom or office;
- If necessary, clear outside activity and move students, staff and visitors to an appropriate indoor space;
- Close classroom and office doors and keep away from windows;
- Conduct normal business inside the classroom/office while maintaining increased situational awareness;
- Remain in your classroom/office space and delay all transitions until the HOLD IN PLACE is deactivated or directed by Program Administration or Law Enforcement Officials to go to a safer location;
- Normal school functions outside the classroom will take place only after the Program Director announces for the program to return to normal status;
- Any student, staff or visitor wishing to enter or leave the school during the HOLD IN PLACE should be brought to the attention of the Program Director for permission and clearance;
- Listen for your Program Director or Designee to say, *“Attention everyone, we are no longer in a hold. Normal activities and transitions may now resume.”* before entering or allowing students and visitors to enter the hallways and common areas;
- DO NOT make phone calls, post on social media or speak with the media.

Privacy and confidentiality are extremely important during emergencies. During an event, hallways shall be free from student and staff onlookers with classroom doors closed. Staff should clear and

secure halls on both EMS entrance and exit. In the event that the main lobby is used, the lobby shall be temporarily cleared and closed to visitors. Upon arrival, EMS shall be escorted into the building through the nearest available entrance directly to the location of the crisis.

HOSTAGE SITUATION

IF TAKEN HOSTAGE

SCHOOL PERSONNEL WILL:

- Follow the intruder's instructions and remain calm;
- If possible, without compromising student and staff safety, contact the Program Director or designee and give the exact location of the incident;
- DO NOT attempt to disarm the intruder;
- Encourage students to be quiet, cooperative and to keep clear of windows and exits;
- DO NOT make phone calls or post on social media;
- Be aware police MAY have been contacted and may be on school property. They will be armed and may enter the room at any time;
- Follow police instructions.

INAPPROPRIATE BEHAVIOR

IMMEDIATELY, report all serious inappropriate behavior to the Program Director. This includes but is not limited to any and all inappropriate use of cell phones or computers, inappropriate social media posts, student demonstrations/protests, incidents of bullying, harassment, threats and racial charged language and incidents. (Please also see CRIMES ON SCHOOL PROPERTY and VIOLENCE ON SCHOOL PROPERTY.)

WHEN DEALING WITH AN INDIVIDUAL DISPLAYING INAPPROPRIATE BEHAVIOR

SCHOOL PERSONNEL WILL:

- IMMEDIATELY report all inappropriate behavior to the Program Administration;
- Remain calm and speak in a slow, quiet voice using verbal de-escalation techniques;
- If safe to do so, redirect the inappropriate behavior and if needed, escort the person to a predetermined, safe, supervised location;
- If there is imminent threat or danger to you or others, initiate a TEAM call for immediate assistance.
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Use physical intervention and/or restraint as a last resort and only if needed to assure the safety of the person(s) involved or others present (Please refer to the CMC Policies and Procedures for use of restraints);
- Return to business as usual after the person is removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

INTRUDER PROTOCOLS

It is the responsibility of the front desk, supported by program directors, to have all visitors sign in and out of the building and to only allow visitors into the building who have a legitimate purpose for entering. When entering, **DO NOT let visitors follow you in.**

ALL Visitors to CMC must enter through the front of each building. **ALL Visitors** must ring in and be identified (Name and purpose) before being buzzed in.

Visitors should be accompanied by a staff member at all times while in the building unless otherwise authorized. This includes former students and staff, member and non-member district representatives, parent/guardians and parent representatives.

POTENTIAL INTRUDER (UNKNOWN VISITOR)

WHEN ENCOUNTERING AN INDIVIDUAL NOT DISPLAYING A VISITOR PASS

SCHOOL PERSONNEL WILL:

- While maintaining personal safety, greet the visitor;

If the visitor responds appropriately,

- Determine the legitimate reason the person is onsite;
- If legitimate purpose explain school procedures for visitation and confirm the visitor has complied with the following:
 - Sign in at the Main Office / designated area;
 - Display a Visitor or other Identification Tag on a visible area of your attire;
 - Be accompanied by a staff member when visiting a classroom;
- If the visitor did not follow school procedures for visitation, offer your assistance:
 - Walk them to the front desk or main office area;
 - Accompany them to their destination or find an appropriate staff member to accompany them;
- Notify Program Director of the visitor and then return to business as usual;

If a visitor refuses to cooperate,

- Safely break contact and notify the Program Director or designee;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;

- Return to business as usual after the person is removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident.

KNOWN INTRUDER

WHEN DEALING WITH AN INTRUDER IN THE BUILDING

WHEN DIRECTLY ENCOUNTERING A VIOLENT INTRUDER - REFER TO YOUR ALICE TRAINING

Upon Hearing that there is an intruder in the building, SCHOOL PERSONNEL WILL:

- Direct your students and all unattached students and any persons in the hallways/common areas to go into the nearest classroom;
- Shut and secure the door (keep the doorways clear for entry by school / law enforcement officials and others who need a place to be when in lockdown mode);
- Once safe, notify the Program Director, report ALL information about the unknown intruder and initiate a LOCKDOWN announcement for clearing of the area surrounding the incident;
- Refer to Lockdown Procedure for Intruder;**
- Remain in your classroom/office space and delay all transitions until directed by Program Administration or Law Enforcement Officials to go to a safer location;
- DO NOT make phone calls, post on social media or speak with the media;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

LOCKDOWN PROCEDURE

LOCKDOWN is a command to clear the hallways of all personnel and HOLD all students, staff and visitors in a secure location such as a locked classroom or office;

A LOCKDOWN will be announced when there is a safety concern such as an known intruder or serious altercation or crisis INSIDE a school building;

UPON HEARING LOCKDOWN IN YOUR BUILDING

WHEN DIRECTLY ENCOUNTERING A VIOLENT INTRUDER - REFER TO YOUR ALICE TRAINING

Upon hearing a lockdown announcement "We are going into LOCKDOWN. This is not a drill. Please refer to your ALICE training."

SCHOOL PERSONNEL WILL IMMEDIATELY DO THE FOLLOWING:

- IMMEDIATELY direct your students and all unattached students and any persons in the hallways/common areas to go into the nearest classroom;
- Shut and secure the door (keep the doorways clear for entry by school / law enforcement officials and others who need a place to be when in lockdown mode);
- Turn off all lights in the classroom, stay low to the floor and remain silent and calm until further notice;
- If a classroom has exterior windows with shades, lift shades that would allow police and other safety personnel to view the classroom unobtrusively from outside the building;
- If an active search is taking place in the school during the lockdown process, be aware that in some circumstances local Police / SWAT Team or Patrol Officers might enter your room with weapons and other devices exposed in order to apprehend intruder(s);
- Remain in your classroom/office space and delay all transitions;
- Even if your classroom has been cleared and deemed safe by the respective safety personnel, remain inside until the lockdown is deactivated or as directed by Law Enforcement Officials to go to a safer location.
- Listen for your Program Director or Designee to say "*We are no longer in a lockdown. Normal activities and transitions may now resume.*" before entering or allowing students and visitors to enter the hallways and common areas;

- Wait for further instructions;
- DO NOT make phone calls, post on social media or speak with the media.

LOSS OF LIFE PROTOCOLS

Death On Campus

WHEN MAKING THE DISCOVERY OF LOSS OF LIFE ON CAMPUS

SCHOOL PERSONNEL WILL:

- Contact the Program Director or designee;
- Secure the area;
- Disturb as little as possible at the scene and prevent unauthorized access until police arrive;
- The Executive Director will hold an emergency meeting with all affected Program Directors;
- Plans will be formulated to address school needs;
- DO NOT make phone calls, post on social media or speak with the media.

Death Off Campus

WHEN LEARNING OF LOSS OF LIFE OFF CAMPUS OF A MEMBER OF THE SCHOOL COMMUNITY

SCHOOL PERSONNEL WILL:

- Notify the Program Director or designee;
- The Executive Director will hold an emergency meeting with all affected Program Directors;
- Plans will be formulated to address school needs.

Death of a Member of the School Community

WHEN LEARNING OF LOSS OF LIFE OF A MEMBER OF THE SCHOOL FACULTY

SCHOOL PERSONNEL WILL:

- Notify Program Director or designee;
- The Executive Director will hold an emergency meeting with all affected Program Directors;
- Plans will be formulated to address school needs.

MEDICAL EMERGENCY

WHEN DEALING WITH A MEDICAL EMERGENCY STAFF, STUDENT or VISITOR

Description: Major illness, injury or discovery of an unconscious person requiring assessment and assistance.

Upon hearing a Medical Emergency announcement “Attention everyone, there is a medical emergency taking place in the building. This is not a drill.”

SCHOOL PERSONNEL WILL:

- In a Medical Crisis, any staff may call 911.
- Initiate CMC’s EMERGENCY MEDICAL RESPONSE PLAN by communicating the need for medical assistance (radio, intercom, voice);
- Ensure the area is safe to approach;
- Move all nonessential people (e.g. students, staff, visitors) to a safe distance away from the injured or ill person;
- Direct other staff to support and account for those students in your care.
- Remain with the injured or ill person and protect from further injury until help arrives.
- Upon the arrival of the nurse or other staff members that can provide first aid or care, provide information relative to the scene;
- Once supported, notify the Program Director and initiate HOLD IN PLACE announcement for clearing of the area surrounding the injured person;
- In the event that Emergency Medical Services have been contacted, HOLD IN PLACE will be announced for the clearing of the hallways and designated staff will meet EMS and escort them to the scene.
- Provide as much of this information as soon possible to the First Responders and to the CMC Executive Director;
- DO NOT make phone calls, post on social media or speak with the media.

Privacy and confidentiality are extremely important during emergencies. During an event, hallways shall be free from student and staff onlookers with classroom doors closed. Staff should clear and secure halls on both EMS entrance and exit. In the event that the main lobby is used, the lobby shall be temporarily cleared and closed to visitors. Upon arrival, EMS shall be escorted into the building through the nearest available entrance directly to the location of the crisis.

MISSING STUDENT DURING SCHOOL HOURS

During School Hours

UPON LEARNING THAT A STUDENT IS MISSING DURING SCHOOL HOURS (Page 1)

SCHOOL PERSONNEL WILL:

- IMMEDIATELY notify the Program Director or designee of any student who is unaccounted for in school or at special events (e.g., field trips) or who leaves the classroom, school building or special event without permission to the Program Director;
- Be prepared to provide: The missing student's name, description and the last known location;
- An intercom call throughout the building will be made requesting the missing student report to a designated area.
- If the student does not report, the Program Director may issue a MISSING STUDENT alert to all staff to determine if the missing student may be intentionally or unintentionally in the wrong class.
- The Program Director will provide via radio information to all Programs regarding the missing student including description and last known location.

ONCE A MISSING STUDENT ALERT IS ANNOUNCED:

- IMMEDIATELY direct your students, all unattached students and any visitors in the hallways/common areas to go into the nearest classroom or office;
- Staff in each classroom shall identify students that they are responsible for in their class and look in the class in all areas for a student out of place.
- Staff monitoring students in Gym, Cafeteria and Outside Areas will also hold, identify their students, search the immediate area, and report findings to the Program Director.
- All exit doors are to be monitored by staff.
- The Front Lobby Staff will cease movement into and out of the facility.
- A team consisting of available staff will conduct an intensive methodical search of the building including restrooms, classrooms, conference rooms and storage rooms.

- A staff with a radio will search the outer perimeter.
- The Program Directors or designees will review all cameras focused on exit doors from the point of one hour prior to the discovery of the missing student.
- During the search for a missing student, all staff shall keep students confined to the classrooms, offices and out of the hallways.

MISSING STUDENT (Continued)

UPON LEARNING THAT A STUDENT IS MISSING DURING SCHOOL HOURS (Page 2)

- Designated staff will conduct interviews of staff and students to determine the last known whereabouts, frame of mind, precipitating factors, and clothes worn by the student.
- The Program Director or designee determines when to contact the family/guardian as well as law enforcement.
- All searches for the missing student will continue within the building and outer perimeter until the student is found or the search is terminated by the Program Director
- DO NOT make phone calls, post on social media or speak with the media.

Before Or After School Hours

UPON LEARNING THAT A STUDENT IS MISSING BEFORE OR AFTER SCHOOL HOURS

SCHOOL PERSONNEL WILL:

When it is reported that a student failed to make it home after school (or not made it to school in the morning) the following procedures will be used by the Program Director or designee:

- Determine the route the student uses to get to school or home.
- If transported on a bus or van, call the transportation department immediately to report the situation and request an investigation.
- Contact the parent/guardian and other emergency contacts to determine if any family members or friends may have picked up the student.
- Check with the classroom teacher and other appropriate staff to determine the last time the student was seen.

- Contact Law Enforcement

FOR ALL MISSING STUDENT INCIDENTS

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

SHELTER IN PLACE

SHELTER IN PLACE is a command to clear all outside activity and increase situational awareness within the school building.

A Shelter-In-Place usually takes place in school buildings when an external safety event in the community (i.e. fire, police issue) is indirectly affecting the respective school and requires vigilance from all school personnel.

A SHELTER IN PLACE will be announced when there is a fire-police-weather or other serious event in close proximity to the school building.

UPON HEARING SHELTER-IN-PLACE IN YOUR BUILDING

SCHOOL PERSONNEL WILL:

Upon hearing a Shelter-in Place announcement *“Attention everyone, we are in a Shelter in Place. This is not a drill. Please continue to conduct normal business inside the building while maintaining increased situational awareness.”*

ONCE THE SHELTER-IN-PLACE IS ANNOUNCED, IMMEDIATELY DO THE FOLLOWING:

- All exterior activity will cease and all students, staff and visitors will return to the building;
- All exterior doors must be secured;
- Conduct normal business inside the classroom/office while maintaining increased situational awareness;
- Wait for further instructions;
- Any student, staff or visitor wishing to leave the school building during the Shelter-In-Place must be brought to the attention of the Program Director for permission and clearance;

- Listen for the Program Director to announce “Attention everyone, we are no longer in a Shelter-In-Place. Normal activities and transitions may now resume.”
- DO NOT make phone calls, post on social media or speak with the media.

STRUCTURAL DAMAGE INSIDE OR OUTSIDE THE SCHOOL BUILDING

UPON DISCOVERING DAMAGE TO A CMC STRUCTURE

SCHOOL PERSONNEL WILL:

- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Restrict access to the impacted area;
- Notify Program Director or designee;
- Be prepared to describe: the type of damage found and where it was found;
- Have injured person(s) examined by the Nurse or onsite emergency personnel;
- If evacuation is necessary, follow school evacuation procedure (refer to EVACUATION PROCEDURE);
- Keep all nonessential people away from the impacted area until notified it is safe to return;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

UTILITY FAILURE

WHEN DEALING WITH A UTILITY FAILURE

SCHOOL PERSONNEL WILL:

- IMMEDIATELY notify Program Director or designee;
- Be prepared to describe: the type of utility failure and where the failure is located;
- Await further instructions;
- If evacuation is necessary, follow school evacuation procedure (refer to EVACUATION PROCEDURE).

VIOLENCE ON SCHOOL PROPERTY

IMMEDIATELY, report all violence or threats of violence to the Program Director. This includes but is not limited to any and all student aggression, fights, physical assaults including sexual assaults.. (Please also see CRIMES ON SCHOOL PROPERTY.)

WHEN DEALING WITH VIOLENCE ON SCHOOL PROPERTY

SCHOOL PERSONNEL WILL:

- If there is imminent threat or danger to you or others, Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- Remain calm and speak in a slow, quiet voice using verbal de-escalation techniques;
- If safe to do so, separate persons involved and escort them to a predetermined, safe, supervised location;
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Once supported, notify the Program Director and initiate a HOLD IN PLACE announcement for clearing of the area surrounding the incident;
- Use physical intervention and/or restraint as a last resort and only if needed to assure the safety of the person(s) involved or others present (Please refer to the CMC Policies and Procedures for use of restraints);
- Have injured person(s) examined by the Nurse or onsite emergency personnel;
- Return to business as usual after the person(s) involved have been removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident;

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

TRANSPORTATION ACCIDENT

WHEN DEALING WITH A TRANSPORTATION ACCIDENT

In the case of a CMC owned and operated vehicle,

SCHOOL PERSONNEL ONSITE WILL:

- Immediately call 911;
- Survey the students and vehicle for injuries and safety hazards
- Provide care to injured students;
- Notify the Program Director;
- Cooperate fully with any police response to the scene;
- In the event that a student(s) needs outside medical attention, provide EMS with the student's name and other requested information;
- Document the student (s) names and what hospital they are transported to;
- Document the names of all students and staff in the vehicle and of any witnesses;
- Follow DMV guidelines and document the accident regarding all parties;
- Keep everyone safe until assistance arrives from CMC with an alternative vehicle;
- Have all staff and students seen by medical staff on the scene or upon return to CMC;
- DO NOT make phone calls, post on social media or speak with the media.

PROGRAM ADMINISTRATION WILL:

- Gather student/staff emergency information and send staff to the accident site (with alternative transportation if CMC Vehicle);
- If a student/staff was transported to the hospital, dispatch staff to the hospital;
- Contact families/guardians of all students involved;

- Notify the Executive Director and update on the incident.

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

WEAPONS

UPON SUSPICION / DISCOVERY OF WEAPONS

SCHOOL PERSONNEL WILL:

- IMMEDIATELY report all known or suspected weapons to the Program Director;
- Assure the safety of others by moving all nonessential people (e.g. students, staff, visitors) and secure the area;
- If safe to do so, confiscate and secure all weapons/contraband, prior to the arrival of the Program Director;
- In the event that a firearm is found, **DO NOT touch the firearm;**
- While maintaining personal safety, observe and monitor the person(s) involved until assistance arrives;
- Return to business as usual after the person is removed from the area or when trained staff have arrived and have assumed responsibility for managing the incident;
- DO NOT make phone calls, post on social media or speak with the media.

After the Incident:

- Report to your Program Director or the Executive Director any of the information that you were unable to share during the actual incident or that you discover after the incident;
- Complete a written Incident Report and submit to the Program Director/ Executive Director by the end of the school day.

WEATHER RELATED INCIDENTS

WHEN HEARING OF A WEATHER ALERT

SCHOOL PERSONNEL WILL:

As we enter a new school year with the threat of hurricanes, tornadoes, winter storms, etc.:

- There are three types of alerts
 - Watch - there is potential for a weather event to occur. No action needs to be taken when watches are issued.
 - Advisory - a weather event is either imminent or occurring, however, is less severe than a weather warning.
 - Warning - a weather event is either imminent, or is currently occurring and people should be prepared to take action.

- In the event of a severe weather event while school is in session, A SHELTER IN PLACE will be announced;

- Refer to SHELTER IN PLACE Procedure.

ADDENDUMS

ADDENDUM #1: ALICE (Active Shooter Response Training)

Options for students and staff in dealing with an armed intruder situation.

ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. It's not designed to be sequential but rather to be utilized dynamically in each unique situation.

Alert: Inform people of the threat, giving as much information as possible – call 911 and appropriate administration officials

Lockdown: Students and staff can choose to lockdown and barricade the room that they are in if they determine that it is not safe to evacuate. For enhanced lockdown access your “Go Bucket”

Inform: Use technology (text messaging, cell phone and walkie-talkie) to provide play-by-play information – continue to communicate intruder’s location

Counter: An effort of last resort, if an armed intruder is able to get into your space, individuals can counter with distraction or other tactics. (SURVIVAL) interrupt the thought process of the intruder and make it difficult or impossible to aim (throwing objects, swarming, noise distraction) – only counter when you do not have the option to lockdown or evacuate.

Evacuate: Remove yourself from the “danger-zone” when safe to do so (if activity is far removed from your location)

ADDENDUM #2: Unsafe Conditions Related to Chemicals

These are some examples of situations that may pose an imminent hazard:

INHALATION HAZARDS

Ensure that occupants are moved away from the following when evacuating the building:

- Burning materials or exhaust
- Strong chemical vapors

COMPROMISED CONTAINER CONDITIONS

Broken, leaking, pitted, bulging, cracked, dented, corroded or seam separated

- Note that the hazard level can be higher if the compromised containers are stored in incompatible combinations (e.g. flammables and oxidizers, acids and bases, flammable and corrosives)

COMPROMISED CONTAINER LIDS

Broken, pitted, bulging, collapsed, cracked, dented, corroded leaking or materials/crystals formed on lid

COMPROMISED CHEMICALS

- Smoking, bubbling, hot to the touch;
- Crystals, discoloration, stratification of liquid or other materials formed;
- Overpowering chemical vapors (odors);
- Recent evidence of a spill;
- Loss of protective fluids covering flammable (elemental) metals (e.g. white phosphorus);
- Expired materials (e.g. peroxide formers that can explode when moved);
- Shock sensitive chemicals;
- Radioactive materials (e.g. protective container is not intact, or does not a label);
- Unlabeled/unknown materials.

UNSAFE SHELVING

Unsafe shelving that might collapse due to rusted shelf, shelf clips or wall attachments.

- Dangerous storage location
- Water-reactive stored where there is a water source (e.g. sprinkler system, under sink)
- Flammable materials near major ignition source

ADDENDUM #3: Exposure to Hazardous Chemicals

GUIDELINES FOR ALL TYPES OF EXPOSURES:

1. Seek medical attention regardless of severity or apparent lack of severity.
2. If an ambulance is needed, contact 911.
3. Review the Safety Data Sheet (SDS) or call Poison Control for:
 - First aid information for directions and to determine if there will be any delayed effects;
 - Chemical information to provide to medical responders;
 - Provide SDS to them if possible.
4. Report all incidents on Hazardous Materials Incident Report and the standard Emergency Report.

HAZARDOUS PRODUCT ON SKIN

1. Remove any contaminated jewelry or clothing.
 - For pullover shirts and sweaters, you may need to cut garments off to prevent contamination of eyes.
 - Wash clothes separately before reuse.
2. Immediately flush the affected area with water for at least fifteen (15) minutes.
3. If immediate medical attention is needed, call 911 for an ambulance.

HAZARDOUS PRODUCT IN EYES

Flush eye (s) with water for at least fifteen (15) minutes:

1. Remove contact lenses while rinsing.
 - DO NOT attempt to rinse and reinsert contact lenses.
2. Hold open eyes to wash, and rotate eyeballs so all surface area is rinsed.
 - When possible, use an emergency eye wash fountain so hands are free to hold eyes open.
3. Contact medical personnel for immediate follow-up treatment.

ADDENDUM #3: Exposures to Hazardous Chemicals (Continued)

INHALATION (BREATHING) OF HAZARDOUS PRODUCTS

1. Close containers, open windows or increase ventilation, and move people to fresh air.
2. If symptoms (such as headaches, nose or throat irritation, dizziness, or drowsiness persist, seek medical attention by calling 911.
 - Explain what chemicals were involved, and provide information from the Safety Data Sheet (SDS) or product label if available.

INGESTION (SWALLOWING) OF HAZARDOUS PRODUCTS

1. Immediately contact the Poison Control Center at (800) 962-1253 for instructions.
 - Provide information from the SDS or product label if available.
2. Explain what chemicals were involved.
3. DO NOT induce vomiting unless directed to do so by a healthcare provider.

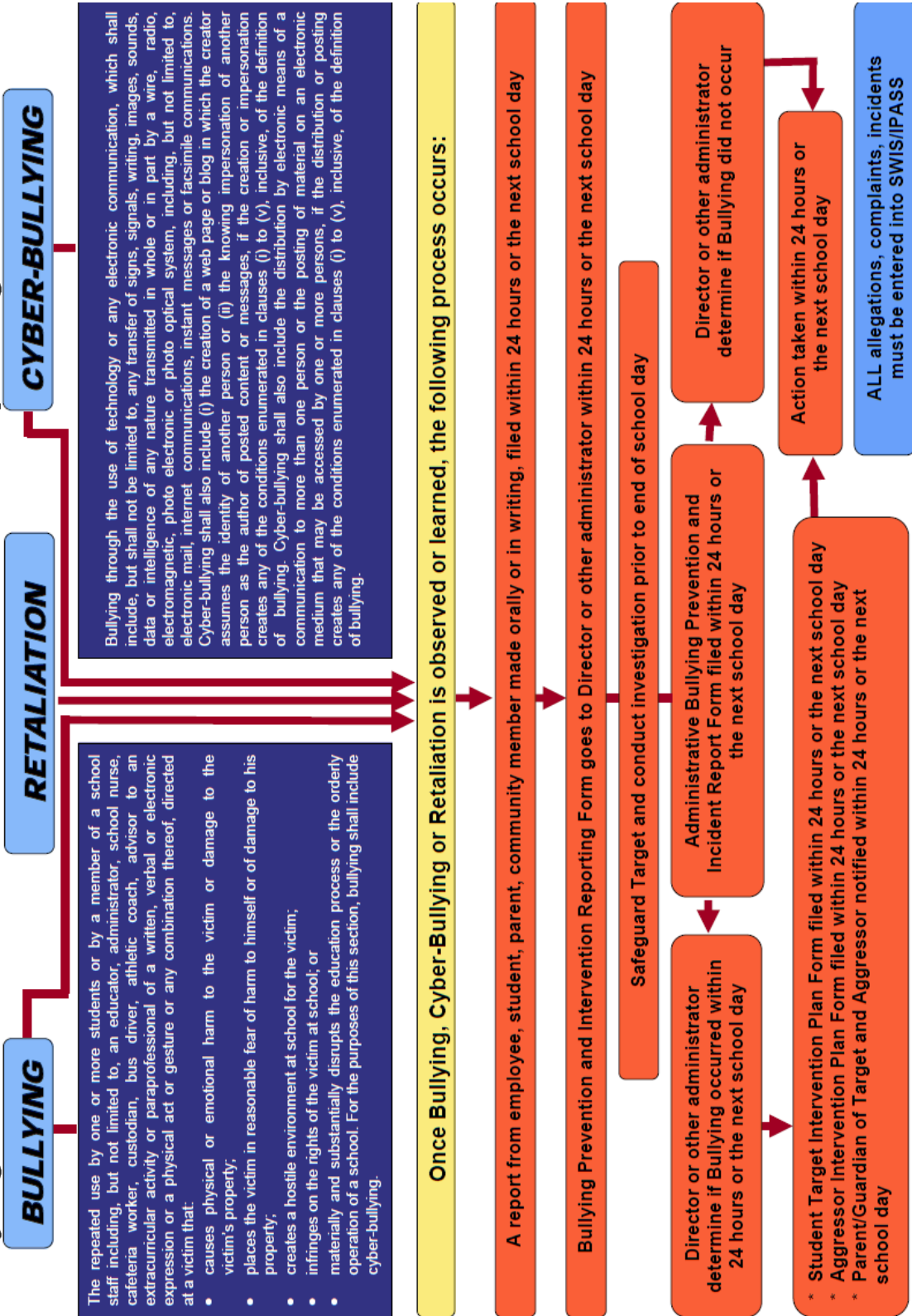
INJECTION (PUNCTURING SKIN) WITH HAZARDOUS PRODUCTS

Example: You cut yourself on a piece of glass that has a chemical on it or a stream of compressed gas punctures your skin.

1. Wash the affected area with soap and water for fifteen (15) minutes.
2. Seek follow-up medical attention.

ADDENDUM #4: Bully Flow Chart

Bullying Prevention and Intervention Incident Reporting Form Process



ADDENDUM #4: Bully Flow Chart (Continued)

REPORT BULLYING

BULLYING
is **NOT**
cool!



DEFEAT THE BULLIES, REPORT THEM!

1. **Incident Reporting Form** - Incident Reporting Forms will be available in the following locations:

- Main Office
- Counseling Office
- Nurse's Office
- Other locations determined by the Principal
- Central MA Collaborative Webpage

ALL complaints of Bullying MUST BE investigated with 24 hours or the next school day.

ALL Bullying incidents must be entered into SAGE!

US DOE Office of Safe and Drug Free Schools
Revised 2015

BULLYING BEHAVIOR CHART

| PHYSICAL BULLYING | | EMOTIONAL BULLYING | | CYBER/SOCIAL BULLYING | |
|---|---|--|---|---|---|
| Harm to someone's body or property | | Harm to someone's self-esteem or feeling of safety | | Harm to someone's group acceptance | |
| Verbal | Nonverbal | Verbal | Nonverbal | Verbal | Nonverbal |
| <ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict | <ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/shoving • Taking small items from others | <ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance | <ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures | <ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, looks, relationships with boys/girls, etc. | <ul style="list-style-type: none"> • Ignoring someone and excluding them from a group |
| LEVEL ONE | | | | | |
| <p>LEVEL TWO (any Level One infraction that has occurred more than 3 times) (some of these behaviors are against the law)</p> | | | | | |
| <ul style="list-style-type: none"> • Threatening physical harm | <ul style="list-style-type: none"> • Damaging property • Stealing • Starting fights • Scratching or biting • Pushing, tripping or causing a fall • Assault | <ul style="list-style-type: none"> • Insulting family • Harassment: making repeated insults and threats • Insulting physical appearance, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation | <ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker or books • Saying someone is related to a person considered an enemy of this country | <ul style="list-style-type: none"> • Ostracizing using notes, Instant Messaging, e-mail, etc. | <ul style="list-style-type: none"> • Playing mean tricks to embarrass someone • Posting slander in public places (such as writing derogatory comments about someone in the school bathroom) |
| <p>LEVEL THREE (any Level Two infraction that has occurred more than 3 times) (most of these behaviors are against the law)</p> | | | | | |
| <ul style="list-style-type: none"> • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: "if you tell, it will be a lot worse!" | <ul style="list-style-type: none"> • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assault with a weapon | <ul style="list-style-type: none"> • Harassment because of bias against your race, color, religion, ethnicity, gender, disability or sexual orientation | <ul style="list-style-type: none"> • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against race, color, religion, ethnicity, gender, disability or sexual orientation | <ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply | <ul style="list-style-type: none"> • Arranging public humiliation |

ADDENDUM #5: Pandemic Plan

Preparation

- Order supplies such as N95 masks, gloves, anti-bacterial and waterless hand soap & dispensers, etc.
- Distribute information regarding pandemic illness and the District plan to stakeholders.
- Institute a mandatory Health and Safety curriculum for all classrooms to include instruction on Handwashing, Physical Distancing, Face Covering Use and signs and symptoms of pandemic illness.
- Teachers develop a standardized grade specific template for web based instructional units and individual student learning plans.

Response Stages:

Stage One - This stage would be initiated if/when the pandemic virus mutates to person-to-person transmission and arrives in the US.

- Custodians change cleaning duties to emphasize classroom disinfecting
- Teachers begin working in grade level teams to develop web based instructional assignments
- Computer technology staff begin modifying computers for check-out to students

Stage Two – This stage would be initiated when a case appears in the Worcester Area

- Implement physical distancing practices.
- Increase hand washing throughout the day.
- Cancel all large group activities, assemblies and community outings.
- Survey parents on home technology needs.
- Developing web based lessons and prep individual learning plans.

Stage Three – This stage would be initiated when either the Public Health Department or local government instructs the schools to close or a seminal event occurs involving a student or staff member.

- Teachers develop individual remote learning plans for students in consultation with parents.
- Computers “checked out” to families who don’t have computers.
- Initiate Remote Learning Model.

Recovery Stage – This stage begins when schools are reopened

- Continue web based lessons.
- Reopen schools on a Full or Hybrid Learning Model.
- Assess need to restructure the instructional year to recover lost instructional time

This initial plan will be reviewed and revised as new information and guidelines become available throughout the course of the pandemic.