



**LOWELL PUBLIC SCHOOLS
CRISIS PLAN**

**Pawtucketville Memorial
Elementary School**

425 W. Meadow Road Lowell
Massachusetts
978-937-7667

2017-2018

Rally Point: Wang **Reunification Point:** Elks Club (40 Old Ferry Rd)

EMERGENCY PLAN

2017-2018

IMPORTANT NOTE:

This handbook includes safety protocols to assist administrators and staff to make the most informed decisions in case of an emergency.

We recognize that no handbook is all inclusive and recommend that you always contact **911** for assistance when you have a safety concern.

Pawtucketville Memorial Elementary School

BE SAFE/ KEEP SAFE

IMPORTANT: Please review with students and post this in all classrooms.

If You See Something, Say Something

You are the best person to know your school and community. You know what it looks like when we walk the halls or eat in the cafeteria. You know what should or should not be happening during the day.

To stay safe and protect ourselves, everyone needs to watch for things that are out of place, actions that are not normal and people who are doing wrong. We rely on each other to stay safe and protect each other and ourselves every day.

What should you do in the following situations?

- See a comment on line that does not seem right --SAY SOMETHING
- See an unknown person walking the halls -- SAY SOMETHING
- See a person committing a crime --SAY SOMETHING
- See or hear of someone being bullied or hurt-- SAY SOMETHING.
- Hear something that is concerning --SAY SOMETHING
- See a friend behaving differently --SAY SOMETHING.

**IF YOU SEE SOMETHING, SAY SOMETHING
TO AN ADMINISTRATOR, TRUSTED ADULT**

Pawtucketville Memorial Elementary School

TEACHER, STAFF MEMBER, PARENT, SCHOOL RESOURCE OFFICER EMERGENCY NUMBERS

BE SURE TO ALWAYS NOTIFY APPROPRIATE EMERGENCY PERSONNEL

LOWELL PUBLIC SCHOOLS (refer to Central Office Emergency Notification and Support Procedures)

Superintendent's Office 978-674-4324/978-674-2100

FAMILY RESOURCE CENTER/TRANSPORTATION

Main Number 978-674-4321

OPERATIONS AND MAINTENANCE

Main Number 978-674-4328

HOSPITALS

Lowell General (Main/Emergency Room) 978-937-6000/978-937-6161

Lowell General Saints Campus (Main/Emergency Room) 978-458-1411/978-934-8323

Poison Control Information Center 1-800-682-9211

POLICE

Lowell Police Department (General Information) 978-937-3200

Resource Officers Main Contact 978-479-9590

FIRE

Lowell Fire Department (Office of Fire Chief - General Fire Business) 978-458-4588

AMBULANCE

Trinity EMS 978-441-9999

HEALTH DEPARTMENT

Director 978-674-4010

Nurse Coordinator Health Department 978-674-1070

COURT

Lowell District Court 978-459-4101

Lowell Juvenile Court - Probation 978-441-3160

Lowell Juvenile Court - Clerk 978-441-2630

DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

Lowell Area Office 978-275-6800/6900

Child Abuse Hotline (after 5 p.m.) 1-800-792-5200

PSYCHIATRIC EMERGENCY SERVICES

Lahey Health Behavioral Services 978-455-337

Pawtucketville Memorial Elementary School

CENTRAL OFFICE School Crisis Intervention Tips

In circumstances when a:

- police emergency response is requested/required
- weapon is found
- building is evacuated (except for fire alarm)
- fight with an injury occurs
- gang altercation occurs in or near the school
- student is arrested
- ambulance is called to the school
- student is missing
- message or letter is being sent home following an emergency
- critical incident occurs

Principal or designee contacts central office:

- When reporting and/or seeking assistance, call the main office at 978-674-4324 and be sure you communicate directly with Dr. Khelifaoui, Jeannine Durkin or Minerva Palazzo. Continue calling until you reach someone directly. (Send email as a follow-up).

Central office follow-up Dr. Khelifaoui, Jeannine or Minerva will:

1. Convey the information to the Central Office Emergency Team via email and/or phone: S. Khelifaoui, J. Durkin, G. Frisch, R. Desmond, A. Sheehy, N. Cronos, M. Payne, **TBA** Nancy Cronos, M. Sheehan, and M. Palazzo.
2. Identify a central office “point person” to be the main contact and the person will, as needed,
 - a. provide support, assistance, and coordination of central office resources.
 - b. “close the loop” on resolution and/or determine next steps with both the school and central office emergency teams.
 - c. gather information that may be needed for media response.
 - d. contact the on call CIRT coordinator if it is a critical incident.
 - e. prepare a final incident report.

Pawtucketville Memorial Elementary School

EMERGENCY PROCEDURES INITIATING AND TERMINATING

Procedures for Initiating Emergency Situations (or Drills)

1. Call 911 first.
2. Make an announcement.
3. Call the Superintendent's Office

Note on Drills: Prior to running a safety drill, call both 911 and the Superintendent's Office to inform them that a drill is taking place. After the drill is over, call back 911 to inform them that the drill is over.

Evacuation Procedures for Student Contact Information and Health Records

In the event of an evacuation of the building, the following items need to be removed:

Office (School Clerk)

- Emergency Procedure Lists Binder
- Visitor Sign-In
- Student Dismissal Book
- Office Go Kit

Health Office (School Nurse)

- Medical Census
- Medication Binders
- Medications (Daily, PRN, Epi-pens)
- Travel Bag

Procedures for Terminating Emergency Situations

1. The Principal, in consultation with the officials on the scene, will determine when the building can be re-entered.
2. Upon the "All Clear" announcement, students and staff may reenter the building and return to the classroom from which they evacuated.
3. Teachers will take attendance and report any discrepancies to the office.
4. The office will announce the schedule for the remainder of the day.
5. Contact the Superintendent following the Central Office Emergency Notification protocol.
6. Send a ConnectEd Message and/or letter to parents/guardians following a drill or emergency.

Pawtucketville Memorial Elementary School

EMERGENCY PROCEDURES: NO HEAT

Emergency Procedures to be followed in the event there is no heat (or other situation) at a school and it is too late to cancel school:

1. The Superintendent's Office will be informed immediately - - PRINCIPAL WILL BE IN REGULAR COMMUNICATION WITH THE SUPERINTENDENT;
2. Transportation Office will be contacted;
3. Students will be transported to designated locations with school materials. After transportation to school cafeteria, decision will be made by the Superintendent as to:
 - a. return to school, or
 - b. dismissed and sent home.

The following schools will be sent to designated locations in the event of an emergency:

<u>School</u>	Grade	Student Population	Transport/Walk	Location
Bailey	PreK-4	479	Walk	Daley
Bartlett Community Partnership	PreK-8	458	Walk	Stoklosa
Butler	5-8	494	Transport	LHS
Daley	5-8	693	Transport	LHS
Greenhalge	PreK-4	435	Transport	Robinson
Laura Lee	K-8	40	Transport	Leblanc
Leblanc Therapeutic Day Program	7-12	51	Transport	LHS
Lincoln	PreK-4	478	Transport	Stoklosa
Lowell High School	10-12	2505	Walk	Tsongas Arena
Lowell High McDonough Freshman Academy	9	1248	Walk	Lowell High School Tsongas Arena
Lowell Career Academy @ Molloy	9-12	60	Transport	Cardinal O'Connell
McAuliffe	PreK-4	456	Walk	Robinson
McAvinnue	PreK-4	511	Transport	Wang
McHugh Alternative @ Cardinal O'Connell	5-9	60	Transport	Molloy
McHugh Alternative @ Riverside (B.R.I.D.G.E.)	7-8	50	Transport	Leblanc
Moody	K-4	215	Transport	Reilly
Morey	PreK-4	463	Transport	Daley
Murkland	PreK-4	484	Transport	Stoklosa
Pawt. Memorial	PreK-4	478	Walk	Wang
PyneArts	PreK-8	452	Transport	Reilly
Reilly	K-4	544	Walk	Sullivan
Robinson	5-8	603	Transport	LHS
Rogers STEM Academy	PreK-1	90	Transport	Lincoln
Shaughnessy	PreK-4	442	Walk	Butler
Stoklosa	5-8	608	Transport	LHS
Sullivan	5-8	641	Transport	LHS
Wang	5-8	648	Transport	LHS
Washington	PreK-4	206	Transport	Daley

Pawtucketville Memorial Elementary School

School Visitor Protocol

1. All schools must have signage at the entrance of the school building indicating all visitors must report to the office.
2. Front entrances are video monitored and the clerk asks who it is and who the person is there to see before buzzing the individual into the building (with the exception of LHS as the security desk is positioned in view of the entrance).

*“Welcome to the _____ School.
Please state your name and who you are here to see.”*

3. The clerk buzzes the individual into the building and directs the individual to report to the office.
4. Once the visitor has reported to the office, the visitors are to be greeted and welcomed to the school.
5. The clerk asks the visitor about their purpose for being at the school.
6. The clerk asks the visitor for a photo ID.

EXCEPT: School department personnel wearing a valid ID do not need to produce a driver’s license; they should be entered manually into the system.

7. The clerk verifies the information with ASPEN data if the visitor is seeing a student or staff member to insure the visitor is on the contact list.
8. Call the destination to inform them of the visitor and provide any other pertinent information as needed.
9. Scan the ID and enter the destination.
10. If the visitor does not have a photo ID, the visitor’s information should be entered manually into the system and the person they are at the school to meet must collect them from the office.
11. Hand the visitor the visitor badge with the paper backing removed so the visitor must put it on before leaving the lobby.
12. All visitors are escorted to and from the location to which they are going or there is a call made to the location indicating that a visitor is on the way. **If a sex offender notice comes up and is valid. DO NOT REACT. Just call for an escort. Inform your principal at your earliest convenience.**

Pawtucketville Memorial Elementary School

13. Remind the visitors that they must check out with you when they leave the school. Inform visitors that in the case of a school emergency (i.e. fire drill, evacuation, etc.) that their priority is to exit the building and hand their visitor badge to a staff member once safely outside. The staff member will return the badge to the main office and the visitors will be signed out.
14. Under regular circumstances, upon the visitor's return to the office, collect the visitor badge and enter the time of departure.
15. Be sure to shred the visitor badge when it is returned to you in order to insure that they are not reused.
16. When the visitor exits the office, the clerk watches the monitor to insure that the visitor has left the building.

Please note: We do not allow former students or current students of other schools to visit.

When covering at the desk, always check for updates on procedures or special notes regarding specific visitors.

Substitute Teachers and Volunteer Check-in

- ✓ Daily substitutes and volunteers with a Cori must check in at the main office and be provided a standardized substitute ID.
- ✓ At the end of the day, the substitute teacher or volunteer must return the ID badge.

Pawtucketville Memorial Elementary School

STRANGER/INTRUDER PROTOCOL

Definition of Stranger - Anyone in the school building or on school grounds who does not have a Visitor Identification Badge. Please note that a stranger may become an intruder if the individual refuses to cooperate with a staff member's request to report to the office.

Stranger Protocol - The staff member who observes someone in the building who is not wearing a Visitor Identification Badge will:

- ✓ Greet the stranger and offer assistance.

- ✓ Ask the stranger to report to the office to sign-in and obtain a Visitor Identification Badge.

- ✓ If the stranger refuses to cooperate, break contact and immediately respond using intruder protocol below. Do not send a student to the office to get an administrator.

Definition of Intruder - Anyone in the school building or on the school grounds who refuses to cooperate with the Visitor Protocol or appears to pose a potential safety threat.

Intruder Protocol - The staff member who observes an intruder in the school will:

- ✓ Initiate a soft lockdown by contacting the office.

- ✓ If it can be done safely, monitor the direction the intruder is heading.

Definition of an Armed Intruder - Anyone in the school building or on the school grounds who is carrying a weapon.

Armed Intruder Protocol - The staff member who observes an armed intruder in the school will:

- ✓ Initiate Options-Based Response Protocol including police notification and activating Incident Command System if appropriate.

Important Notice: *The Superintendent or designee is responsible for all communication with the public and media in the event of any school emergency. Please do not discuss the situation with the public or release any information to the media.*

Pawtucketville Memorial Elementary School

SCHOOL CRISIS INTERVENTION TIPS

School-Based Crisis Team

The Principal must establish a crisis team within their school. Key personnel should include, but are not limited to, the following:

- Principal or Designee
- Guidance Counselor(s)
- Social Worker(s)
- School Psychologist
- School Nurse
- Teachers
- Other Selected Staff

It is recommended that each crisis team establish a crisis packet which includes:

- Maps of the school (with designated meeting rooms)
- Prearranged phone tree for all staff (including custodial and food service staff)
- List of crisis team members and phone numbers (updated quarterly)
- List of community services
- Sign-in sheet for crisis team, CIRT and/or outside professionals
- Name tags for crisis team, CIRT and/or outside professionals
- Handouts for parents, teachers and students on grief, handling crisis, etc.

School-Based Incident Go Kits

Each school-based crisis team is responsible for maintaining an incident Go Kit and replenishing consumables following each incident including but not limited to the following material:

- Flashlight Batteries
- First Aid Kit Content
- Kleenex
- Skittles and Other Snacks
- Cell Phone Batteries
- Name Badges, Safety Vest/Arm Bands or Hats with Titles of Crisis Team Members
- Updated Student and Staff Information/Lists, Signage

Additional Tips

- Update student emergency information at least quarterly
- Update staff list quarterly
- Update Go Kits and verify staff in receipt of Go Kit components quarterly
- Identify staff members with special training/background
- Post emergency phone numbers by all phones with outgoing lines

It is imperative that all schools have an established and documented emergency evacuation plan for their particular building including rally and reunification sites.

Pawtucketville Memorial Elementary School

LOWELL PUBLIC SCHOOLS CRITICAL INCIDENT RESPONSE TEAM (CIRT)

The Lowell Public Schools Critical Incident Response Team, herein referred to as CIRT, provides supplemental services to schools within the Lowell District that require additional psychological support in response to a school-related critical incident. The LPS CIRT is composed of currently employed LPS school social workers. The CIRT Coordinator may call upon outside resources from the Northeastern Massachusetts Law Enforcement Council (NEMLEC) in consultation with the Superintendent and Assistant Superintendent for Student Support Services

Definition of a school related critical incident:

A critical incident is any event that causes one or more individuals to experience a strong emotional reaction that has the potential to interfere with his/her ability to cope effectively. Examples of a critical incident include but are not limited to:

- Death of a student or faculty member
- School based violence
- Environmental or natural disaster
- Threat or harm against student or faculty
- Terrorist attack
- Any critical incident that affects the students and/or school population

Support Provided:

- Provide crisis intervention support to students, families and school personnel in the event of a critical incident that affects the students and school population.
- Provide resources that enable school officials to access additional resources.
- Assist and advise in planning of response and management of the emotional impact of school related tragedies.

Team Structure:

The CIRT team consists of two coordinators and six response teams. Each response team consists of 6-7 members.

CIRT Coordinator Responsibilities:

- Respond promptly and establish dialogue and assist with school administration.
- Coordinate response with school and CIRT members.
- Help guide school administration through morning briefing meeting and end-of-day debriefing meeting.
- Provide coordinator contact information to school administration.
- Follow-up with school and district administration as outlined in the end-of-day debriefing meeting in a timely manner.
- Maintain log of CIRT members who respond to the critical incident as well as list of students/staff seen at the school.
- Provide all necessary documentation, herein referred to as CIRT After Action Report, to LPS Superintendent and Assistant Superintendent of Student Services.

Pawtucketville Memorial Elementary School

Team Member Responsibilities:

- Respond promptly and meet with CIRT coordinator for incident briefing and assignment.
- Provide psychological support and crisis intervention to affected students and staff.
- Maintain log of students/staff seen at the school and provide this to CIRT coordinator at end of the day.
- Inform CIRT coordinator of any student/staff concerns that may require further psychological follow-up.
- Participate in end-of-day debriefing session with school administrators and CIRT Coordinator.
- Participate in team debriefing session within two days of response.
- Follow Massachusetts Mandated Reporting Guidelines.
- Inform CIRT Coordinator if they are unavailable during their call weeks so that back up can be arranged.

Activation Procedures:

- The Principal of the affected school activates the CIRT by following the emergency response procedures which includes contacting LPS Superintendent and Assistant Superintendent of Student Support who will contact the on call CIRT coordinator.
- The CIRT coordinator contacts the school requiring/requesting services to discuss needs and provide contact information.
- The CIRT coordinator on call contacts the CIRT team that is on call for that week.
NOTE: Should multiple schools require assistance then the CIRT Coordinator shall activate the next scheduled on call team.

Follow-up Procedures:

- CIRT Coordinator will discuss a plan for follow-up with school officials prior to leaving the affected school.
- CIRT Coordinator will place a call to school officials the next day after response.
- CIRT Coordinator will complete the After Action Report within one week of response and provide the report to LPS Superintendent and/or Assistant Superintendent of Student Support with a copy to the school.
- CIRT Coordinator on call for the response and the CIRT response team will meet within two days of response to review and debrief the response.

Pawtucketville Memorial Elementary School

EMERGENCY PROCEDURES WHO AND WHERE

Designated In Charge

In the event that an emergency situation occurs when the principal is not in the building, the following is the order of who is designated to be in charge:

Title	Name/Position
<i>Principal</i>	<i>Mathew McLean, Principal</i>
<i>First Designee</i>	<i>Meghan Branco, Asst. Principal</i>
<i>Second Designee</i>	<i>Melanie Mangion, Social Worker</i>
<i>Third Designee</i>	<i>Wendy Gregoire, Literacy Specialist</i>

Crisis Management Team

Name	Position
Matt McLean,	Principal
Meghan Branco	Assistant Principal
Jill O'Meara	School Nurse
Patrick Dugan	SPED Teacher
John Clark	Head Custodian
Melanie Mangion	Social Worker
Ashley Smith	SPED Teacher
Alissa Landsteiner	Teacher
Andrea Wolfe	Secretary

Building-Based Crisis Unified Command Post *(List in order of priority below)*

Inside Building

Main Office

Outside of Building

Side of Building Near Gym

Triage Centers

Black Top-Side of Building Near Gym

CPR Trained Staff

Name	Position
<i>Sean Casey</i>	<i>PE Teacher</i>
<i>Jill O'Meara</i>	<i>Nurse</i>

Implemented October 1, 2017

Pawtucketville Memorial Elementary School

EVACUATION PROCEDURES FOR FIRE INCIDENT

When the fire alarm sounds:

1. Give directions and follow last student from classroom.
2. For a student who is wheelchair bound or on crutches, a staff member must assist them to the designated priority rescue area and remain with them until relieved by security or fire personnel. *Make sure the teacher in the class adjacent to you realizes that they are responsible for your class.*
3. Teachers should take pen, attendance records and evacuation plan.
4. Turn off lights and close the door.
5. Evacuate the building using exit plan posted in each classroom.
6. All teachers/staff should familiarize themselves with all possible exits in the event that the designated exit is inaccessible and students need to be directed to another exit.
7. Take attendance of those present and absent.
8. Remain in assigned areas until advised by principal or designee.
9. Use of cell phones is not allowed.
10. Non-assigned teachers/staff will exit out of closest door and assist in maintaining order and control of student movement.
11. All staff members are responsible for ensuring a safe evacuation and are responsible for assisting all students leaving the building. Please refer to the list of students with special needs or requiring additional support and provide assistance as needed.
12. Do not return to the building until directed to do so by the principal, designee or other official.
13. If evacuation lasts for an extended period of time, instruction to move to **Rally Point** will be given. A decision will be made whether to return to school or move students to the reunification point.

Pawtucketville Memorial Elementary School

FIRE INCIDENT EVACUATION ROUTES

FIRE INCIDENT EVACUATION ROUTE: FIRST FLOOR

Room	Teacher	Primary Exit	Secondary Exit
1004	McLean	Exit 11	Exit 1
1005	Parent Liaison (Cote)	Exit 11	Exit 1
1006	School Office (Wolfe)	Exit 11	Exit 1
1012	Branco	Exit 11	Exit 1
1013	O'Meara	Exit 11	Exit 1
1014	Mangione	Exit 11	Exit 1
1014	Delehanty	Exit 11	Exit 1
1016	Conference Room	Exit 11	Exit 1
1018	Gregoire	Exit 11	Exit 1
1019	Shanahan	Exit 11	Exit 1
1021	McElhinney	Exit 11	Exit 1
1022	Sutherland	Exit 11	Exit 1
Gym	Casey	Exit 2	Exit 3
1038	Rachal	Exit 4	Exit 5
1041	Gowitzke	Exit 4	Exit 5
1043	Cotman-El	Exit 5	Exit 4
1045	Landsteiner	Exit 5	Exit 4
1054	Copy Room	Exit 5	Exit 4
1061	Malboeuf	Exit 5	Exit 4
1063	Desmond	Exit 4	Exit 1
1066	Bernier	Exit 5	Exit 10
1068	Burns	Exit 5	Exit 10
1071	Mendonca	Exit 11	Exit 6
1072	Martin	Exit 11	Exit 6
1073	Scully	Exit 11	Exit 6
1074	Marshall	Exit 11	Exit 6
1075	Callahan	Exit 11	Exit 6
1076	Meehan	Exit 7	Exit 6
1077	Riddle-Duffy	Exit 6	Exit 7
1078	Lutkus	Exit 6	Exit 7
1079	Genest	Exit 6	Exit 7
1081	O'Brien	Exit 6	Exit 7
1083	Dugan	Exit 6	Exit 7
1082	Sears	Exit 6	Exit 7
1093	Amlashi	Exit 11	Exit 6
1097	Knight	Exit 7	Exit 6
Teacher's Work Room		Exit 8	

Pawtucketville Memorial Elementary School

Kitchen		Exit 9	
Cafetorium		Exit 10	

FIRE INCIDENT EVACUATION ROUTES: SECOND FLOOR

Room	Teacher	Primary Exit	Secondary Exit
2001	Computer Lab	Exit 5	Exit 1
2002	Durkin	Exit 5	Exit 1
2003	Dion	Exit 5	Exit 1
2004	Kularski	Exit 1	Exit 5
2005	Bonfilio	Exit 1	Exit 5
2012	SPED room	Exit 1	Exit 5
2017	Oxton	Exit 1	Exit 5
2018	Library	Exit 1	Exit 5
2016		Exit 1	Exit 5
2021	Teacher's Room	Exit 5	Exit 1
2016	Hanlon	Exit 5	Exit 1
2017	Florence/Dunkerly	Exit 5	Exit 1

FIRE INCIDENT RESPONSE

The person who discovers or observes a **SMALL CONFINED FIRE** will:

- Attempt to extinguish the small contained fire **ONLY** if manageable while calling for someone to notify the principal.
- Warn other nearby occupants.
- Leave the immediate vicinity of the fire.
- Remember to immediately call 911 and evacuate the building even if the fire appears to be extinguished.

In the event of an **ACTIVE FIRE**:

- Do not attempt to extinguish an active fire.
- Pull the nearest fire alarm Pull Station to activate building alarm.
- Call 911 with the key information about the fire including:
 - Location at the school
 - Enclose or open area
 - Proximity to other ignitable materials
 - Type/description of material (s) involved
 - Presence of smoke or flames
- Confine fire by closing the door to the area involved. Shut off HVAC and natural gas and close exterior windows. Leave lights on.

Pawtucketville Memorial Elementary School

- Reference and implement evacuation plan. Teachers keep class list and report to designated areas.
- Call the Superintendent's Office as per Central Office Emergency Notification.
- Follow instructions of the Police and Fire Departments.
- Assist emergency personnel in locating and assisting injured persons.
- Log all activities and decisions.

Consider these actions for a prolonged incident:

- Maintain a list of hospitalized persons and locations.
- Convene school-based and district crisis team and set up Incident Command Post with communication capability.
- Keep students and staff away from building until area is declared safe.
- If building cannot be reentered, relocate students to rally point.
- Determine location for temporary classrooms and supplies.
- When safe, follow instructions of Fire Department for building reentry.
- Prepare incident report for the Superintendent of Schools.
- Debrief with crisis teams, staff, students and families if deemed necessary.
- Continue interaction with counselors until trauma is resolved and school is returned to normal functioning.

Pawtucketville Memorial Elementary School

FIRE INCIDENT—ORAL REPORT

Under Chapter 148, Section 2A of the Massachusetts General Laws, it is the responsibility of the principal to “report any incident involving the unauthorized ignition of any fire” within their school or grounds to the local fire department.

In the event of a small or confined fire that has been extinguished and there is no threat:

CALL 911 and tell the dispatcher: “Hello, I’m _____

I am calling from the _____ School

There has been an act of fire at our school but it has been extinguished. I have evacuated the building.

Please report this incident to the Deputy Fire Chief and send a fire truck without sirens to investigate.”

The Deputy Fire Chief and one (1) fire apparatus will report to the school – WITHOUT SIRENS - to investigate the fire.

It is the responsibility of the principal or their designee to submit a report to the fire department within 24 hours.

In the event of an unauthorized ignition of any fire within the school building or on the school grounds with students:

CALL 911 and tell the dispatcher: “Hello, I’m _____

I am calling from the _____ School.

There is no fire but we had an unauthorized ignition. Please notify the Deputy Fire Chief that we will submit a report within 24 hours.”

The Deputy Fire Chief will send a representative to investigate and document the facts.

It is the responsibility of the principal or their designee to submit a report to the fire department within 24 hours – please fax to (978) 459-5558.

Pawtucketville Memorial Elementary School

FIRE INCIDENT-WRITTEN REPORT

School Report of Any Fire to the Lowell Fire Department

M.G.L. C 148, Section 2A. "The principal of any public or private school that provides instruction to pupils in any of grades 1 to 12, inclusive, shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department. The principal shall submit a written report of the incident to the head of the fire department within 24 hours on a form furnished by the department of fire services. The report shall be filed without regard to the extent of the fire or whether there was a response by the fire department. The head of the fire department shall report such incident to the marshal in accordance with section 2." If the principal is not available, his or her designee should immediately call the fire department.

This form is part of the mandatory reporting requirement under M.G.L. Chapter 71, Section 37L.

Remember to immediately call 911 and evacuate the building for any fire even if it appears to be extinguished.

Date: _____

Name of School: _____

Name of School District: _____

City/Town: _____

Name of Reporting Person: _____
(principal or designee)

Signature of Reporting Person: _____

Telephone # of Reporting Person: _____

Date & Time of Fire (if known): _____

Date & Time Fire Discovered: _____
(if different than when it occurred)

Who Discovered the Fire? _____
(e.g. teacher, custodian, students, etc.)

Location of Fire: Inside Outside

More Specific Location: _____
(e.g. floor and function such as "in a trash container in the 2nd floor boys' lavatory")

Pawtucketville Memorial Elementary School

BOMB THREAT WRITTEN/BOMB FOUND

NOTICE OF A WRITTEN BOMB THREAT

- Call 911 and **** Notify Superintendent's Office as per Central Office Emergency Notification protocol.
- Principal makes decision whether to evacuate building in consultation with public safety officials.
- Notify transportation if site evacuation may be needed or in the case of inclement weather.
- Assemble Crisis Management Team and inform of situation.
- Begin a survey of building and grounds by administrators, crisis team and staff with guidance from the police for suspicious items or packages and report back to the main office.

IF BOMB / OR PACKAGE IS FOUND

In the event that a bomb or suspicious package is found, the finder must complete the following steps:

- Do not remove or disturb the bomb or package.
- Alert the Principal's office of a possible bomb and its location in the building.
- Secure the area.
- Determine if the building should be evacuated; evacuate in stages starting with rooms nearest device.
- Do not handle device, do not use a two-way radio or cell phone, do not attempt to dismantle device, do not use pagers and do not turn lights on/off.
- Notify the Superintendent as per Central Office Emergency Notification protocol.
- Re-enter building only after advised to do so by police.
- Prepare incident report for the Superintendent of Schools.
- Debrief with crisis team and staff.

Pawtucketville Memorial Elementary School

EVACUATION PROTOCOL TO RALLY POINT

Rally Point: Wang

Reunification Point: Elks Club (40 Old Ferry Rd)

GENERAL BUILDING EVACUATION PROCEDURES

Staging area procedures (on site procedures):

If the front or back of the building is inaccessible, Pre K-4 will report to the ball field.
(Gate Key- Mrs. Wolfe, Mr. Clark,)

Staging area procedures (inside):

All students' may report to the Wang Middle School cafeteria or gym for temporary staging.

Staging area procedures (off site):

- Principal will be in constant communication with the Superintendent of Schools
- Transportation office will be contacted
- Students will be transported to Lowell High School cafeteria with their school materials.
- After transportation to school cafeteria, a decision will be made by the Superintendent to:
 - * return to school, or
 - * dismissed and sent home

Teacher Assignments during emergency evacuations:

All classroom/ homeroom teachers must remain/ report to their students.

In an evacuation of the building the students will gather with their classroom teacher in designated areas. The teacher will take attendance. Homeroom teachers must report to the appropriate allied arts teachers in the event that their students are in allied arts classes. Once the appropriate homeroom teacher reports to the group, allied arts teachers are to report to their grade level emergency assignments.

All allied arts teachers are to report to the following grade level emergency assignments:

Physical Education Teacher	Kindergarten
Art Teacher	Grade 1
Music Teacher	Grade 2
Math Resource Teacher	Grade 3
Computer Teacher	Grade 4

Pawtucketville Memorial Elementary School

SAFETY PROTOCOL COMPARISON

FIRE VS. BOMB THREAT

Action	Fire Incident	Bomb Threat
Code used: “If the Superintendent is in the building, please come to the main office.”	No	Yes
Turn off lights and close the doors and windows.	Yes	No
Search the area for anything suspicious, leave doors open, do not touch the light switch.	No	Yes

SOFT LOCKDOWN VS. OPTIONS-BASED RESPONSE

Action	Soft Lockdown	Options Based
Check the surroundings including the hall for students.	Yes	Yes
Lock doors and continue to teach.	Yes	No
Consider your options based on information provided and make a decision: evacuate, lockdown, barricade, counter.	No	Yes

Pawtucketville Memorial Elementary School

MEDICAL EMERGENCY

Medical Emergency/Accident

- Call 911 to request emergency medical assistance.
- Call school nurse to site.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Notify counselors.
- Clear students and staff from area.
- Students and staff will remain in classrooms, if warranted.
- Convene Crisis Team and CIRT, if necessary.
- Determine method to inform parents, classmates, and community of incident and expected child reactions.
- Ensure the family of the injured party is notified through pre-established method.
- Alert counselors and nurse at school in which siblings are enrolled.
- Inform staff and student body.
- Permit students to leave only with parental permission.
- Debrief crisis team, CIRT and staff if necessary:
 - Prepare incident/accident report for Superintendent of Schools.
 - Provide counseling individually or in groups.
 - Make home visits with counselors or crisis team members.
 - Hold faculty meeting as soon as possible to process the incident.
 - Prepare to hold community meetings.
 - Plan long-term response and follow-up counseling.

Death Due to Medical Emergency

- Verify facts.
- Call 911 to request Police and Emergency Medical Assistance.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Alert and mobilize Crisis Team and enlist assistance from CIRT. With the teams' assistance:
 - Begin staff notification.
 - Write statement for staff to read to students (read at same time if possible).
 - Organize and hold staff meeting before or after school (all personnel).
 - Begin student notification.
 - Write statement for phone inquiries.
 - Notify feeder schools of impact on children (family members).
 - Write announcement to parents.
 - Set up Safe Room(s).
 - Collect information on high risk students/staff.
 - Provide counseling and support for high-risk students/staff.
 - Arrange substitutes if needed.
 - Designate a family liaison.
 - Arrange follow-up staff meeting(s) as needed.
 - Log activities and decisions.

Pawtucketville Memorial Elementary School

MISSING CHILD OR CHILD ABDUCTION

WITNESSED CHILD LEAVING BUILDING OR ABDUCTION

- Immediately CALL 911.
- Notify parents.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Notify counselors and nurses as needed.
- Convene Crisis Team and CIRT and decide on plan of action:
 - Faculty meeting
 - Visit classrooms as requested
 - Prepare classmates to be supportive.
 - Calls/letters home to parents
- Prepare incident report for the Superintendent of Schools.
- Provide for follow-up counseling.
- Debrief with Crisis Team, CIRT and staff.

NOT WITNESSED

- Immediately, instruct staff to search buildings and grounds and assign someone to call 911.
- Notify parents.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Notify counselors and nurses as needed.
- Convene Crisis Team and CIRT.
- Question child's friends or ensure availability for police questioning.
- Search neighborhood, if prudent, with police leadership.
- See "Decide on Plan of Action" above and follow steps.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Team, CIRT and staff.

Pawtucketville Memorial Elementary School

CHILD ABUSE

SUSPECTED

- **Ensure oral report is made to the Department of Social Services (DSS) 978-275-6800/6900 or DSS Hotline 1-800-792-5200 and local police. A written report must be submitted within 48 hours.**
- Document actions and decisions.
- Investigate or verify information.
- Contact Staff Council for Student Support Services for guidance on case.
- Permit interview with child by authorized, properly identified officials only.
- Cooperate with the request of the DCF investigator regarding notice to parents.
- Provide follow-up counseling.

ACCUSATION AGAINST SCHOOL PERSONNEL

- **Ensure oral report is made to the Department of Social Services (DSS) 978 275-6800/6900 or DSS Hotline 1-800-792-5200 and local police. A written report must be submitted within 48 hours.**
- Document report. Investigate or attempt to verify information.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Notify Personnel Department and follow instructions.
- If warranted notify Police Department.
- Provide for police investigators and notify parents of procedures.
- Allow time for employee to be interviewed and arrange for substitute.
- Prepare incident report for Superintendent of Schools.
- Convene Crisis Team and CIRT, as needed.
- Plan for parental inquiries, staff meeting and safety measures.
- Notify parent(s) of affected students that crisis counseling is available.
- Provide crisis counseling only after statements are taken.
- Debrief with Crisis Team, CIRT and staff.

Pawtucketville Memorial Elementary School

OPERATIONAL CRISIS

Hazardous Material Release, Toxic Substance or Gas Leak

- Call 911. Give location and remain on line until information is complete.
- If the leak is a suspected natural gas, toxic substance or carbon monoxide leak, then evacuate the building immediately.
- Verify information.
- Depending on whether the leak is inside or outside, seek advice from the Senior Fire Department or Police Department Official relative to evacuation or shelter in place and contact Director of Operations and Maintenance as per Central Office Emergency Notification protocol at 978-674-4328.
- Notify Superintendent as per Central Office Emergency Notification protocol.
- Clear the immediate area or evacuate building, if necessary. Avoid moving up or downwind.
- If sheltering in place with guidance from officials: shut down main electrical power to close ventilation sources, turn off gas, close exterior doors and windows, use portable radios to gather emergency information.
- Convene school-based crisis team and CIRT if deemed necessary.
- Make a plan for parent notification.
- Set-up Incident Command Post with guidance from officials.
- Administer first aid by school nurse and trained staff.
- Estimate extent of injuries or potential damage.
- Keep list of hospitalized and location.
- Obtain and complete *Material Safety Data Sheet* from the custodian's office for spilled chemical if known.
- Request assistance in notifying other affected facilities.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Team, CIRT, staff, students and parents as deemed necessary.

Electricity, Ruptured Water Line

- Gather facts; verify information.
- Call Director of Operations and Facilities as per Central Office Emergency Notification protocol at 978-674-4328 and determine if evacuation is necessary.
- Notify the Superintendent as per Central Office Emergency Notification.
- Move staff and students from affected area, if necessary.
- Close up and secure affected area, keeping children and staff away.
- Estimate potential physical danger with school nurse.
- In extreme circumstances when an emergency response is required, call 911.
- Convene school-based crisis team and CIRT if deemed necessary.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Team, CIRT, staff students and parents as deemed necessary.

Pawtucketville Memorial Elementary School

If a Major Line is Down or Sparks are Visible:

- Call 911. Give location and remain on line until information is complete.
- Call Director of Operations and Maintenance as per Central Office Emergency Notification at 978-674-4328.
- Notify the Superintendent of Schools as per Central Office Emergency Notification.
- Convene school-based crisis team and CIRT if deemed necessary.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Team, CIRT, staff, students and parents as deemed necessary.

IMPORTANT

- ✓ Never touch live wires.
- ✓ DO NOT ATTEMPT TO RESCUE A PERSON who is experiencing electrical shock.
- ✓ Shut power off where applicable.

Pawtucketville Memorial Elementary School

EXTREME WEATHER SAFETY PROTOCOL

In the case of a severe weather advisory for a tornado, the event can occur within moments of notification. Flying debris is the biggest tornado hazard. The rule is to **put as many walls as possible between oneself and the tornado.**

Evaluate your building. Here are some important points to keep in mind in creating a building specific plan:

- Seek a small interior room or hallway on the lowest floor possible.
- Stay away from doors, windows, and outside walls.
- Stay in the center of the room, and avoid corners because they attract debris.
- Clear auditoriums, cafeterias and gymnasiums that have large open span areas with flat, wide-span roofs.
- Assume a position low to the floor covering the head with arms and hands.
- Depending on the information available, school buses could continue to operate during tornado watches, but not during tornado warnings. This will be a centralized decision determined by district administrators in collaboration with city officials.

Definitions

- **Watch:** Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned in to radio or television.
- **Warning:** A tornado has been sighted or indicated by weather radar. Take shelter immediately.

NOTIFICATION FOR EXTREME WEATHER

Massachusetts Alerts is a communication tool used by MEMA to disseminate critical information to smartphones +that can be downloaded from Apple's [iTunes App Store](#) for iOS devices (such as iPhone & iPad) and the [Google Play online store](#) for Android devices. **You** can adjust your preferences in the settings section of the app. The default settings include receiving "public safety" messages from organizations like MEMA and weather warnings (like tornado, thunderstorm, flash flood, blizzard, hurricane, and more) from the National Weather Service. The settings also allow you to receive less severe weather alerts if you wish such as weather watches, advisories, and special weather statements from the National Weather Service.

Source: <http://www.mass.gov/eopss/agencies/mema/massachusetts-alerts.html>