



**LOWELL PUBLIC SCHOOLS
CRISIS PLAN**

Dr. An Wang Middle School

*365 West Meadow Road
978-937-7683
2018-19*

**Dr. An Wang Middle School
Crisis Plan**

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.

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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
TEACHER, STAFF MEMBER, PARENT, SCHOOL RESOURCE OFFICER**

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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 978-455-3397

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<p style="text-align: center;">CENTRAL OFFICE EMERGENCY NOTIFICATION AND SUPPORT PROCEDURES</p>
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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 Superintendent's office at 978 674-4324 and be sure you communicate directly with Jeannine Durkin, Minerva Palazzo, your District Support Specialist or Mary Sheehan at 978 674-4326. Continue calling until you reach someone directly. (Send email as a follow-up).
- When reporting an incident, send "incident report" via email to all four indicating "who, what, where, when and action(s) taken".
Minerva Palazzo: 978-674-4324 or 978-674-2100
Mary Sheehan: 978-674-2034 or 978-674-4326
Jeannine Durkin: 978-674-4324 or 978-888-1591 (cell) - before/after school hours
Billie Jo Turner: 978-674-4325 or 978-735-7007 (cell) - transportation emergency

Central office follow-up Jeannine Durkin, or Minerva will:

1. Convey the information to the Central Office Emergency Team via email and/or phone: J. Durkin, B. Turner, R. Desmond, M. Sheehan, M. Palazzo or your District Support Specialist.
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.

For incidents involving facilities only (power outage, fire, water main break) call:

- Ricky Underwood: 978-454-2010 (cell) 978-674-4328 (office)
- Elizabeth McLaughlin: 978-674-2016

Also, call one of the individuals below and send email as a follow-up to both:

- Minerva Palazzo: 978-974-4324 or 978-674-2100
- Billie Jo Turner: 978-674-4325 or 978-221-8250 (cell)

For incidents involving students receiving special education services, call or email:

- Jennifer McCrystal 978-674-2080 or 603-689-8772 (cell)

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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 to inform about the emergency at 978-674-4324 or 978-674-2100 (make sure you speak to someone directly).

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
- Teacher Sign-In Sheet

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.

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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	513	Walk	Daley
Bartlett Community Partnership	PreK-8	493	Walk	Stoklosa
Butler	5-8	567	Transport	LHS
Cardinal O'Connell, Early Learning Center	Pre-K	77	Transport	Shaughnessy
Daley	5-8	711	Transport	LHS
Greenhalge	PreK-4	494	Transport	Robinson
Laura Lee	K-8	19	Transport	Leblanc
Leblanc Therapeutic Day Program	7-12	36	Transport	LHS
Lincoln	PreK-4	471	Transport	Stoklosa
Lowell Day School	PreK-12	34	Transport	Butler
Lowell High School	10-12	2453	Walk	Tsongas Arena
Lowell High McDonough Freshman Academy	9	881	Walk	Lowell High School Tsongas Arena
Lowell Alternative High School @ Molloy	9-12	93	Transport	Rogers
McAuliffe	PreK-4	507	Walk	Robinson
McAvinnue	PreK-4	494	Transport	Wang
McHugh Alternative @ Sullivan	5-6	20	Transport	LHS
McHugh Alternative @ (B.R.I.D.G.E.)	7-8	37	Transport	Leblanc
Moody	K-4	277	Transport	Reilly
Morey	PreK-4	534	Transport	Daley
Murkland	PreK-4	518	Transport	Stoklosa
Pawt. Memorial	PreK-4	503	Walk	Wang
PyneArts	PreK-8	481	Transport	Reilly
Reilly	K-4	590	Walk	Sullivan
Robinson	5-8	630	Transport	LHS
Rogers	K-7	739	Transport	Lincoln
Shaughnessy	PreK-4	507	Walk	Butler
Stoklosa	5-8	692	Transport	LHS
Sullivan	5-8	502	Transport	LHS
Wang	5-8	704	Transport	LHS

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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.**
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

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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.

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SCHOOL CRISIS INTERVENTION TIPS
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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 Support Team and/or Outside Professionals
- Name tags for Crisis Team and/or Outside Professionals
- Handouts for parents, teachers, and students on grieving

School-Based Incident Go Kits

It is recommended that each crisis team create an incident crisis kit that includes the following items:

- Flashlights
- Batteries
- First Aid Kit
- Kleenex
- Cell Phone
- Name Badges, T-Shirts or Hats with Titles of Crisis Team Members
- Updated Student and Staff Information

Additional Tips

- Update student emergency information at least quarterly
- Update staff list 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

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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.*

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- 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 grieving, 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.

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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.

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 (see attached team lists).

CIRT Coordinator Responsibilities:

- Respond promptly and establish dialogue and assist with school administration.
- Coordinate response with school and team 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 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 (see attached form)

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 day.

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- Inform CIRT coordinator of any student/staff concern 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 2 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 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 coordinator shall activate the next scheduled on call team (refer to attached on call schedule).

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.

NOTE*** There will be two scheduled debriefing seminars for all CIRT members in January and again in June to provide professional development with regards to crisis intervention and an opportunity to review and debrief all incidents that have occurred. These two meetings shall be scheduled and organized by CIRT coordinators.

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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>Matthew C. Stahl, Principal</i>
<i>First Designee</i>	<i>Matthew D. Santy, Assistant Principal</i>
<i>Second Designee</i>	<i>Danielle Collins, Instructional Specialist</i>
<i>Third Designee</i>	<i>Lyndsay Roy, Guidance Counselor</i>

Crisis Management Team

Name	Position
<i>Matt Stahl</i>	<i>Principal</i>
<i>Matthew Santy</i>	<i>Assistant Principal</i>
<i>Lyndsay Roy</i>	<i>Guidance</i>
<i>Shannon Ferrelli</i>	<i>Social Worker</i>
<i>Lee Welch</i>	<i>SPED Social Worker</i>
<i>Lori Dunkerley</i>	<i>Psychologist</i>
<i>Dennis Ferreira</i>	<i>Senior Custodian</i>
<i>John Florence</i>	<i>ETC</i>
<i>Michael Sheehan</i>	<i>Custodian</i>
<i>Jennifer Huyhn</i>	<i>Nurse</i>

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

Inside Building

- *Nurses Office (First Aid bag and blue emergency bag are located in the cabinet above the sink)*
- *Cafeteria (First Aid bag is located in the teachers' room counter cabinet on the top of the sink)*
- *Gymnasium (First Aid bag is located in the storage room closet on the right as you enter)*
- *Media Center (First Aid bag is located in the Bookroom)*

Outside of Building

- 1) *Baseball field by Pawtucketville Memorial School*
- 2) *Soccer field behind Wang School parking lot.*

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Triage Centers

- 1) Alcove by the Exit 3 staircase (by room 214)
- 2) Outside room 224 (at bubbler)

CPR Trained Staff

Name	Position
<i>Jennifer Huynh</i>	<i>Nurse</i>
<i>John Florence</i>	<i>ETC</i>
<i>Lisa Kattar</i>	<i>PE</i>
<i>Omayra Marcano</i>	<i>Clerk</i>
<i>Matt Palmer</i>	<i>Social Studies 7/8</i>
<i>Michael Sheehan</i>	<i>Custodian</i>
<i>Christina Welch</i>	<i>Adjustment</i>

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MEDICAL EMERGENCY

Medical Emergency/Accident

- Call 911 to request emergency medical assistance.
- Call school nurse to site.
- Notify Superintendent and counselors.
- Clear students and staff from area.
- Students and staff will remain in classrooms, if warranted.
- Convene Crisis Management Team, if necessary.
- Log activities and decisions.
- 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 teams and faculty and 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.
- Alert and mobilize Crisis Team and enlist assistance from District Critical Incident Response Team
- Notify Superintendent.
- 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.
- Support high-risk students/staff.
- Arrange substitutes if needed.
- Designate a family liaison.
- Arrange follow-up staff meeting(s) as needed.
- Log activities and decisions.

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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.

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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.
- Permit interview with child by authorized, properly identified officials only.
- Cooperate with the request of the 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.
- 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 Management Team and Counselors, as needed.
- Plan for parental inquires, 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 Management Team and staff.

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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.
- Administer first aid by School Nurse and trained staff.
- Verify information.
- Obtain Material Safety Data Sheet from the custodian's office for spilled chemical if known.
- Depending 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.
- Notify Superintendent.
- Clear the immediate area or evacuate building, if necessary. Avoid moving up or downwind.
- Convene Crisis Management Team and set up Incident Command Post.
- If sheltering in place: shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to gather emergency information.
- Estimate extent of injuries or potential damage.
- Keep list of hospitalized and location.
- Request assistance in notifying other affected facilities.

Electricity, Ruptured Water Line

- Gather facts; verify information.
- Call Director of Operations and Facilities at 978-674-4328.
- Notify Superintendent.
- Move staff and students from affected area, if necessary.
- Close up and secure affected area, keeping children and people away.
- Estimate potential physical danger with School Nurse.

If a major line is down or sparks are visible:

- Call 911. Give location and remain on line until information is complete. Unit will be en route.
- Call Director of Operations and Maintenance at 978-674-4328.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Management Team and faculty.

IMPORTANT

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

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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, widespan 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>

**Dr. An Wang Middle School
Crisis Plan**

SCHOOL INFORMATION PAGE

<i>(Enter Required Information)</i>	
Address	365 West Meadow Road
Phone Number	978-937-7683
Fax	978-937-7680
Principal	Matthew C. Stahl
Superintendent of School	Jeannine Durkin
Custodian	Dennis Ferreira
Number of Students	686
Number of Employees	84
Square Footage	150,000
Number of Floors	2
<i>Utilities (Enter Names and Numbers)</i>	
Electric	Mass Electric 978-725-1000
Gas	Keyspan 800-548-8000
Water	City of Lowell 978-970-4242
Telephone	Verizon 800-870-9999
Internet Provider	Verizon 800-870-9999
Intercom System	Valley Communication Systems 413-592-4136
<i>Building Statistics (Respond Yes/No)</i>	
Motion Detecting Devices	Yes
Fire Standpipe and Sprinkler	Yes
Roof Access	Yes
Cable TV Access	Yes
Electrical Shut-off/HVAC Accessible	Yes
Hazardous Materials	No
Closed Circuit Cameras	No
Intercom Systems	Yes
Telephones in Classrooms	Yes

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Important Notice: If a student's assigned escort is absent, it is the classroom teacher's responsibility to let the backup escort know at the start of the school day.

**Dr. An Wang Middle School
Crisis Plan**

KEY INFORMATION FOR OUTSIDE RESPONDERS

<p style="text-align: center;"><u>Type of School</u> grades, enrollment, year of construction, number of floors</p>	<p style="text-align: center;"><i>Grades 5-8 Middle School, 686 students, constructed in 1993, 2 floors</i></p>
<p style="text-align: center;"><u>Description of Neighborhood</u> include surroundings types of buildings/businesses and major roads</p>	<p style="text-align: center;">West Meadow Road is a residential neighborhood with single and multifamily homes. West Meadow runs between Mammoth Road and Varnum Ave, the site of Lowell General Hospital's main campus.</p>
<p style="text-align: center;"><u>Description of Physical Exterior</u> location of playground, fields, recess location</p>	<p style="text-align: center;">Wang shares the same campus with the Pawtucketville Memorial School, whose parking lot is out front. Wang's parking lot is at the rear of the school. There is a playground, with fields, right next to Pawtucketville Memorial and a public playground, with fields, in the rear of the school, through the woods. The recess location is directly behind the school and in the grassy area between Wang and Pawtucketville Memorial.</p>
<p style="text-align: center;"><u>Location of Main Office</u> include type of communication system available</p>	<p style="text-align: center;">The main entrance is at the front entrance to the school. We have a telephone intercom system and a building wide public address system.</p>
<p style="text-align: center;"><u>Building Access</u> provide number of outside doors with numbering, main entrance, barriers and gated areas that can be isolated</p>	<p style="text-align: center;">There are eleven outside doors, but no barriers and gated areas.</p>
<p style="text-align: center;"><u>Exterior Doors that Open into Classroom</u> provide number of doors and locations</p>	<p style="text-align: center;">N/A</p>
<p style="text-align: center;"><u>Security Cameras</u> provide number of cameras and location of monitor</p>	<p style="text-align: center;">The only security camera we have is located at the main entrance</p>
<p style="text-align: center;"><u>Identification System</u> provide information on visitor pass system, including location of logs and whether there are ID badges for staff and students.</p>	<p style="text-align: center;">Visitors must be buzzed in with the video intercom system and then wait in the parent waiting area (lobby). They must sign in (hallway—in front of window at Clerk's post. The parent then is told to enter the office and the student/staff sign-outs are located at the main desk</p>

**Dr. An Wang Middle School
Crisis Plan**

<p><u>Two Way Radios</u> provide number and staff name/role assigned to each</p>	<p><i>Matthew Stahl, Principal</i> <i>Matthew Santy, Assistant Principal</i> <i>Lyndsay Roy, Guidance</i> <i>Shannon Ferrelli, SW</i> <i>John Florence, ETC</i> <i>Lee Welch, SPED SW</i> <i>Lori Dunkerley, Psychologist</i> <i>Dennis Ferreira, Sr. Custodian</i> <i>Michael Sheehan, Jr. Custodian</i> <i>Jennifer Hyunh, School Nurse</i> <i>Jessica Winget, Adjustment Teacher</i> <i>Saul Rodriguez,, Adjustment Paraprofessional</i> <i>Christina Welch, Adjustment Teacher</i> <i>Nathaniel McCarthy, Adjustment Paraprofessional</i> <i>Shadayle Perez, Adjustment Paraprofessional</i> <i>Danielle Collins, Instructional Specialist</i> <i>Lisa Kattar, PE</i> <i>John Mahoney, PE</i> <i>Katelyn Thomas, Special Education</i> <i>Paula Peters (part-time), Behavior Specialist</i> <i>Matt Palmer, Social Studies Teacher</i></p>
<p><u>Building Based Crisis Unified Command Post</u> provide location and anticipated staffing</p>	<p>The unified command post is at the main office. If we have to evacuate the building, the staff/student rally point is the Pawtucketville Memorial School.</p>
<p><u>Hazardous Material</u> provide information on hazardous material on site with the school's Material Safety data Sheet (MSDS)</p>	<p style="text-align: center;">N/A</p>

**Dr. An Wang Middle School
Crisis Plan**

MAIN SHUT-OFF LOCATIONS

UTILITY	LOCATION
Gas	Outside the kitchen entrance
Water	Basement
Electric	Basement
Sprinkler	Basement

Fire Alarm Panel	Main Entrance
Fire Connection	Outside kitchen entrance

CELL PHONE NUMBERS OF KEY STAFF

Position	Name	Cell Phone Number
Principal	Matthew Stahl	617-784-1452
Sr. Custodian	Dennis Ferreira	603-548-1914
Asst. Principal	Matthew Santy	978-987-6746
Clerk	Omayra Marcano	978-601-9522
Social Worker	Shannon Ferrelli	603-475-5061
Instructional Specialist	Danielle Collins	978-853-8279