



**LOWELL PUBLIC SCHOOLS**  
**CRISIS PLAN**  
*Career Academy*

*125 Smith St*  
*Lowell MA*  
*978-970-3318*

*SY 2021-2022*

# The Career Academy

## EMERGENCY PLAN

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## 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.

***IMPORTANT:***

**BE SAFE - KEEP SAFE**

*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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## CENTRAL OFFICE

### EMERGENCY NOTIFICATION AND SUPPORT PROCEDURES

(updated 8/19/21)

#### **In circumstances when a:**

- police emergency response is requested/required
- weapon is found (toy weapons must be reported)
- 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 Marianne Busted, District Safety Specialist, at 978-429-7970 and Liam Skinner at 978-935-8910. If either are unavailable please, send a text. 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  
Liam Skinner: 978-674-4324 or 978-935-8910 (cell)  
Marianne Busted: 978-674-2038 or 978-429-7970 (cell)  
James Hall: 978-674-4325 or 978-869-1072 (cell)
- **Official incident report (listed under LPSD email tab) should be sent by dismissal or as soon as practicable**

#### **Central office follow-up Dr. Boyd, or Minerva will:**

1. Convey the information to the Central Office Emergency Team via email and/or phone: J. Boyd, J. Hall, R. Desmond, M. Busted, M. Palazzo, L. Skinner
2. Identify a central office “point person” to be the main contact and the person will:
  - 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)
- Paul St. Cyr 781-354-7474 (cell)
- Clerk 978-674-2016 (office)

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
- James Hall: 978-674-4325 or 978-869-1072 (cell)

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

Robin Desmond 978-674-4323 or 978-996-4992 (cell)  
Frank Vicente (Interim Special Education Director) 978-674-4322

#### **For incidents involving a student or staff death call:**

Marianne Busted 978-674-2038 or 978-429-7970 (Cell)

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*Lowell Public Schools  
Central Administration Offices  
155 Merrimack St. 4<sup>th</sup> floor  
Lowell, MA 01852*

## **NEW LPS FIRE INCIDENT CHECKLIST/PROTOCOL** (updated 8/20/21)

To all School Principals/Assistant Principals and Support Staff supporting students during a Community Fire:

**LOWELL FIRE DEPARTMENT** will notify District Safety Specialist and District Support Specialists in the event of a fire. Please reach out to the District Safety Specialist if you become aware of an incident.

**CENTRAL OFFICE** will make an assessment of all fires including an ASPEN search for impacted students to notify Principals and CSO, District Support Specialists and Coordinator of SEL. Make sure all the siblings and families affected by the fire are identified - this may also include surrounding homes that experience water damage.

### **WHAT TO DO IF YOUR STUDENTS HAVE BEEN IMPACTED BY A FIRE:**

#### **☐ ONCE SCHOOL IS NOTIFIED:**

- Appoint one person in your school (often a social worker) to you can decide how to disperse a donation and how much you need to give. If you are dealing with multiple Fire Victims then you will know who is needy.
- McKinney-Vento staff members will obtain the Fire Report and forward to the affected schools as well as Lowell District's Technology Department for any loss of technology.
- Communicate with families involved and ensure they have connected to CTI 978-654-5606. Social Workers can then also email Joanne Howell at CTI to obtain the fire report and ensure the family has connected.
- Appointed person should ask if there is an immediate need for Catie's Closet necessities (clothing and hygiene items). If there are multiple schools involved, create a Google Doc for order of items with school name and items needed. Have one school contact Catie's Closet by phone or email to place an order and let them know it is due to a fire emergency.
- Donations:

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- **Do Not Start Donations** until you have received a Needs Based Evaluation that is completed by CTI. Note: If the parent has apartment insurance they may be eligible to receive up to \$50,000.
- Also, Red Cross uses a formula for families to receive for example \$500.00 for a Family of 4. Knowing what each family receives between Insurance, Red Cross, Income and more then

### RESOURCE INFORMATION:

#### Central Office Contacts

District Safety Specialist - Marianne Busted [mbusted@lowell.k12.ma.us](mailto:mbusted@lowell.k12.ma.us)

Family Resource - Rebecca Duda: [rduda@lowell.k12.ma.us](mailto:rduda@lowell.k12.ma.us)

McKinney - Vento Liaison contacts:

Nancy Humphrey: [nhumphrey@lowell.k12.ma.us](mailto:nhumphrey@lowell.k12.ma.us),

Fred McOsker: [fmosker@lowell.k12.ma.us](mailto:fmosker@lowell.k12.ma.us),

Kim Balch: [kbalch@lowell.k12.ma.us](mailto:kbalch@lowell.k12.ma.us)

District Support Specialist contacts:

Mary Payne: [mpayne@lowell.k12.ma.us](mailto:mpayne@lowell.k12.ma.us)

Rosa Segarra-Morales: [rsegarra-morales@lowell.k12.ma.us](mailto:rsegarra-morales@lowell.k12.ma.us)

Coordinator of Social Emotional Learning:

Lyndsey Killilea [Lkillilea@lowell.k12.ma.us](mailto:Lkillilea@lowell.k12.ma.us)

**The American Red Cross** will respond to the fire/families to address immediate needs.

**Community Teamwork** is the local human service agency that supports families and collaborates with American Red Cross post fire to address family needs:

CTI Director of the Resource Center, contact JoAnnHowell [jhowell@commteam.org](mailto:jhowell@commteam.org)

or Contact Meg Gaffney at (978) 654 5606 if necessary press 0 at prompt

#### School:

Make sure you not only identify the students in your school that are impacted. Use Aspen to Identify siblings and other students, to best partner/communicate with other schools.

**Use Journal** provide family updates; be factual with names, new address, phone numbers, and emails.

**Transportation:** email your McKinney - Vento liaison with all updated demographic data and the McKinney-Vento Liaison will work with the family and transportation.

**Immediate Needs:** School should use school based resources Catie's Closet to support students and families. Denise Trombley [denise@catiescloset.org](mailto:denise@catiescloset.org)

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## EMERGENCY PROCEDURES INITIATING AND TERMINATING Procedures for Initiating Emergency Situations (or Drills)

1. Call 911 first.
2. Make an announcement through Crisis Go or the intercom.
3. Call the Superintendent's Office to inform them 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. It is also suggested parents be informed of planned drills right before (or during) the drill so they are not concerned if they hear there is a drill.**

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
- (Add school specific items)

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 - NO HEAT File: EBCD

### LOWELL PUBLIC SCHOOLS - EMERGENCY PROCEDURES 2018-2019 File: EBCD

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-K77	transport
Walk to the Gorham Station and then	
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

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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
Washington PreK-4 245	Transport Daley

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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.

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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 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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## STRANGER/INTRUDER PROTOCOL

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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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## 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 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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## CRITICAL INCIDENT RESPONSE TEAM

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 Team 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 ( Marianne Busted) 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.

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## CRITICAL INCIDENT RESPONSE TEAM

### Team Member Responsibilities:

- Respond promptly and meet with CIRT team coordinator/leader 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 team leader 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 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.

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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:

<b>Title</b>	<b>Name/Position</b>
<i>Principal</i>	<i>Megan O'Loughlin</i>
<i>First Designee</i>	<i>Olga Guerrero/Social Worker</i>
<i>Second Designee</i>	<i>Gregory McDonough/Teacher</i>

### Crisis Management Team

<b>Name</b>	<b>Position</b>
<i>Megan O'Loughlin</i>	<i>Principal</i>
<i>Gregory McDonough</i>	<i>Teacher</i>
<i>Olga Guerrero</i>	<i>Social Worker</i>
<i>Jennifer Drivas</i>	<i>Teacher</i>

### Building-Based Crisis Unified Command Post

#### Inside Building

*Outside Room 104*  
*Outside Room 204*

#### Outside of Building

*Garden*  
*Front Steps*

#### Triage Centers

*Back Room*

#### CPR Trained Staff

<b>Name</b>	<b>Position</b>
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## 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.

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## EVACUATION PROTOCOL FOR DISABLED STUDENTS/STAFF

When the *fire alarm* system is activated, all non-disabled faculty/staff and students must evacuate the building immediately. **The elevator is not operational.**

### Responsibility of All Faculty and Staff

- Ensure that all non-disabled students exit the building and close doors and windows wherever possible (unless it is a bomb threat).
- Check all common areas to ensure that all individuals have complied with the evacuation requirement.
- Assist in moving disabled students to the “priority rescue area” and remain with them until relieved by fire personnel or security.
- Inform fire/security personnel of the location of any disabled individual in the priority rescue area.

### Responsibility of Classroom Teacher with Student Unable to Evacuate

In the event of a fire alarm, the following procedure will be used to evacuate any handicapped student who cannot exit the building:

- The classroom teacher will escort the student to the Priority Rescue Area. The teacher will remain with the student until relieved by security or fire personnel or other designated personnel.
- If the Priority Rescue Area is not accessible, the student is to be moved to a predetermined secondary rescue area.

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## FIRE INCIDENT EVACUATION ROUTES

<b>Room</b>	<b>Teacher</b>	<b>Primary Exit</b>	<b>Secondary Exit</b>
101	Blake	Front Door	Horn Street Door
102	Hickey	Front Door	Horn Street Door
103	Erb	Front Door	Parking Lot Door
104	Boore	Front Door	Parking Lot Door
106	Guerrero	Teacher's Room	Parking Lot Door
201	TBD	Horn Street Door	Front Door
203	O'Neil	Parking Lot Door	Horn Street Door
202	Drivas	Horn Street Door	Parking Lot Door
204	Bell	Parking Lot Door	Horn Street Door
206	McDonough	Parking Lot Door	Horn Street Door
CAF	All	Horn Street Door	Parking Lot Door
Pathways	Multiple	Horn Street Door	Basement Door
Stage Classes	Multiple	Parking Lot Door	Horn Street Door

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## 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.
- 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.

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## **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.

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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.

## 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”)

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## Bomb Threat

In the event of a **bomb threat**, the following announcement will be made over the intercom before the Crisis Go alarm is activated:

*“There has been a bomb threat made against the building, please begin evacuation procedure”*

Follow communications over the intercom—protocol may change based on the situation. When the alarm sounds:

1. Teachers should take pen, attendance records, grade book, and evacuation plan.
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 the class adjacent to you realizes that they are responsible for your class.
3. Students should take their belongings only and move to assigned or designated areas as directed.
4. Leave the classroom in its current condition—Leave doors open, do not change position of light switch.
5. Teachers should check/search area for suspicious objects as you move. If there is a suspicious object, do not move or touch it, report its location to the closest administrator, police or fire personnel.
6. Evacuate the building and take attendance of those present and absent.
7. Remain in assigned areas until advised by principal or designee.
8. Use of cell phones is NOT allowed—phones must be shut off until advised by principal or designee.
9. Non-assigned teachers/staff will exit out of closest door and assist in maintaining order and control of student movement.
10. 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.
11. Do not return to the building until directed to do so by the principal or other official.
12. If evacuation will last for an extended period of time, instruction to move to the school Rally Point will be given. A decision will be made whether to return to school or move students to the reunification point.

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## Shelter-in-Place/Evacuation Decision Tree

### Shelter-in-Place/Evacuation Decision Tree

It is important not to reward threatening behavior, so unless a threat assessment warrants evacuation, consider search, shelter-in-place, or limited evacuation alternative first.

- Consider shelter-in-place and conduct a search for a low risk threat.
- Partial evacuation depends on the specificity of the threat (if the threat specifies an area, can evacuate just that area).
- Full evacuation – when a suspected item is located, or there is a high risk threat.

### When Evacuation is Initiated

- Never pull the fire alarm unless there is a fire. Other means should be used to communicate the evacuation.
- Everyone should take their personal belongings with them when possible.
- Evacuate to a safe and controlled area.

### Continuing Actions After Evacuation

- Debrief with emergency services and assist in coordinating further actions.
- Take accountability and report.
- Open media, medical and family areas and provide regular briefings.
- Police/fire/school officials coordinate what can be released publicly. Often the specifics of a threat may need to be kept quiet to aid the investigation and to prevent copycats. ● As appropriate, determine reoccupy, or dismiss action. Time of day and specificity of the threat may dictate this decision. Be cautious about dismissing school as this may reward the threatening behavior.
- School and public safety official communicate with parents.

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## PROCEDURE FOR BOMB THREAT PHONED IN

### Bomb Threat Via the Phone

When a threatening phone call is received, attempt to learn as much information as possible—use the forms on the next two pages to gather the necessary information.

- Do not hang up on phone threats; get as much information as possible by using the Bomb Threat Checklist.
- Do not try to transfer the call, the caller may hang up.

After the call has ended:

Hang up and (if you do not have caller ID), pick up right away, dial \*57. Confirm trace: 1-800-518-5507 (Verizon Unlawful Call Center)

Upon completing the call and activating a trace, immediately notify the Principal.

- The Principal will notify the Superintendent as per Central Office Emergency Notification protocol that a bomb threat has been received. The Principal or designated personnel shall call 911 to notify Police and Fire officials and contact Sgt. Joe Kelly at 978-995-6392.
- The Principal, in consultation with public safety officials, will determine if the evacuation of the school is warranted. If deemed necessary, the Principal will announce the evacuation of the school building.
- Keep the Superintendent's Office informed as events unfold as per Central Office Emergency Notification protocol.

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## BOMB THREAT CHECKLIST - PART I

- Do not hang up on phone threats; get as much information as possible.
- It is essential to get the exact wording of the threat.
- Once the call has ended, check caller ID or trace number by dialing \*57 and confirm trace with Verizon at 1-800-518-5507.

### Questions to Ask:

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

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## TELEPHONE BOMB THREAT CHECKLIST - PART II

### CALLER INFORMATION

Male or Female?

Any accent?

Approximate age?

Number at which call is received?

Date, time and length of call?

### CALLER'S VOICE:

Calm Nasal Angry Excited Stutter Lisp Raspy Rapid Slow Deep Soft Ragged  
Loud Clearing Throat Laughter Deep Breathing  
Crying Cracking Voice Normal Disguised

Distinct Accent Slurred Familiar

### BACKGROUND SOUNDS:

Street Noises Factory Machinery Crockery Animal Noises Voices Clear PA System Static Music  
Local House Noises Booth Motor Office Machinery

### THREAT LANGUAGE:

Well Spoken (Appears  
Educated)  
Incoherent Foul

Message Read by Threat Maker

Taped Irrational

**REMARKS:**

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## BOMB THREAT WRITTEN/BOMB FOUND

### NOTICE OF A WRITTEN BOMB THREAT

- Call 911 and Sgt. Joe Kelly at 978-995-6392. 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.

# The Career Academy

## BOMB THREAT ASSESSMENT

### Low Risk Threats

- The threat is vague and indirect.
- Information in the threat is inconsistent, implausible or lacks detail.
- The caller is definitely known and has called numerous times.
- The threat was discovered instead of delivered (i.e. a threat written on a wall).

### Medium Risk Threats

- The threat is direct and feasible.
- Wording in the threat suggests that the perpetrator has given some thought to how the act will be carried out.
- Threat may include indications of a possible place and time.
- No strong indication that the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
- Indication that the perpetrator has details regarding the availability of components needed to construct a bomb.
- Increased specificity to the threat (e.g. "I'm serious!" or "I really mean this!").

### High Risk Threats

- The threat is direct, specific, and realistic and may include names of possible victims, specific time or location of the device.
- The perpetrator provides his/her identity.
- Threat suggests concrete steps have been taken toward carrying out the threat.
- Perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance.

### All Risk Levels:

- Always conduct a search.
- Search common areas first (hallways, cafeteria, gym, bathrooms, library).
- Search exterior areas second.
- Search team should include police/fire/school officials,

# The Career Academy

## BOMB THREAT ASSESSMENT

### Medium Risk

- Search more controlled areas, such as classrooms.

### High Risk

- Search additional locked and controlled areas, such as the roof and utility areas.

### Suspicious vs. Unattended Items

- An unattended item is not automatically a suspicious one. Circumstances make an item suspicious, such as: out of context, making a noise, visible wires or placement witnessed.

### If a Suspicious Item is Found

- Do not touch, tamper with, or move the item.
- Immediately report item to the unified command.
- Public safety controls the scene if a suspicious item is found.
- Refrain from using radio communication in close proximity to the suspicious item.

### School Personnel

- School personnel are in the unique position to know their classroom/workspace more familiarly than first responders; therefore they will most likely recognize items out of place more readily than outsiders.
- When search is initiated by Site Decision-Maker(s), make a quick and complete visual scan of the workplace and any other common areas assigned.
- Conduct a 360 degree visual scan of your room for anything unusual. ● If anything unusual is noticed, move people away from the potential hazard and immediately report the location of the object to the Site Decision-Maker(s). ● Do not touch, tamper with, or move the item.
- Refrain from using radio communication in close proximity to the suspicious item. ● If a SHELTER-IN-PLACE, refer to the shelter-in-place section.
- When directed by the principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. ● Keep class together and wait for further instructions.
- Notify the principal or designee of any injuries.
- Remain in safe area until the “All Clear” signal has been issued.
- No one may reenter building(s) until it is declared safe by the fire department.
- If relocation occurs, activate REUNIFICATION; refer to the reunification section.

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## OPTIONS BASED RESPONSE

Alert/Inform—Evacuate—Lockdown—Barricade—Counter In the event of a threat of violence from an armed intruder, follow these procedures:

1. **CALL 911.**
2. Alert the school community using your Crisis Go app, intercom or any means available:

### “Attention Staff and Students—Emergency, Emergency

**There is [WHO] with [WHAT] in [WHERE] heading towards [WHERE] wearing [WHAT].**

*Repeat at least twice and provide continuous updates.*

3. Check your surroundings including the hall for students (if you are near a bathroom and it is safe to do so, check the bathroom for students).
4. Consider options: **EVACUATE, LOCKDOWN, BARRICADE, COUNTER.** 5. Your choice of options will be dependent on the location of the threat. 6. If you determine that the threat is not nearby, consider Evacuation. 7. If you choose to lockdown and barricade:
  - Lock doors and cover any door windows.
  - Barricade the doors with all available furniture or equipment.
  - Turn off all lights and pull down window shades.
  - Move away from glass and doors; hide behind whatever is available. ● Remain quiet and prepare to counter as a last resort only if necessary.
8. Continue to make decisions based on the communications provided over the school intercom or other means.
9. Take attendance of those present and absent.
10. Do not call office for general information--call only if you have vital information.
11. Non-assigned staff should take shelter in closest secure location.

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## OPTIONS BASED RESPONSE

12. If you evacuate, you should take your essential items as designated in plan and make your way to the Rally Point, take attendance and be prepared for a long wait. **SOFT LOCKDOWN PROCEDURE**  
**Hold–Lock-Secure**

In the event of a dangerous incident occurring in the neighborhood or unknown (unarmed) intruder(s) entering the building the following code will be announced over the intercom:

***“Activate the SOFT LOCKDOWN Procedure.”***

**Repeat at least twice—follow-up with information as to reason for lockdown.**

1. Office Staff should call 911 (if deemed a police matter) and Superintendent’s Office following the Central Office Emergency Notification protocol. (Be sure to speak to someone directly and send an email as follow-up).
2. Check your surroundings including the hall for students (if you are near a bathroom and it is safe to do so, check the bathroom for students) then close and lock the classroom door.
3. Follow the communications given over the school intercom.
4. In this instance, DO NOT EVACUATE if the fire alarm is activated unless ordered to do so by the school intercom or safety personnel.
5. Take attendance of those present and absent, then continue with class lessons. 6. Pull down shades if on the first or ground floor.
7. Do not move from the classroom should the school bell chime.
8. Release no one unless ordered by the Principal or designee.
9. No restroom breaks.
10. No use of television, radio or cell phones.
11. Do not call the office for general information.
12. Call the office only if you have vital information to relay.
13. Non-assigned staff should take shelter in closest secure location.
14. Be prepared to remain in “LOCKDOWN” for an extended period of time.
15. If the Principal or designee orders an evacuation, follow the fire alarm guidelines.

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## EVACUATION PROTOCOL

*Career Academy Staff will follow the fire drill exit protocol. After exiting the building all students and staff are to meet in the parking lot between the church and the school.*

*If the first responders deem it necessary to evacuate the meeting spot the students will be directed to the Reunification point at the ShowCase Cinemas.*

*Teachers are to stay with the class they evacuated with and take attendance immediately. Teacher will keep students within their area.*

*Teachers without a class will first survey the students and determine if their assistance is immediately required in a specific location. If not the staff will check in with Megan O'Loughlin.*

*Megan O'Loughlin will bring key to church. Staff will notify the church personnel that there is a possibility we may need to enter.*

*In the event that families need to be contacted Olga Guerrero and Donna Pelton will do so.*

# The Career Academy

## 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
	Yes	No

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Lock doors and continue to teach.		
Consider your options based on information provided and make a decision: evacuate, lockdown, barricade, counter.	<b>No</b>	<b>Yes</b>

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## MEDICAL EMERGENCY

### Medical Emergency/Accident

- Person at the scene or office staff call 911 to request emergency medical assistance.
- Call school nurse to site.
- Ensure the family of the injured party is notified through pre-established method.
- 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.
- Alert counselors and nurse at school in which siblings are enrolled.
- Inform staff and student body if determined this is needed.
- 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). ○ Do not release name of victim until police complete their investigation ○ 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.

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## CRISIS DURING A FIELD TRIP

When school staff personnel take students off campus there is a potential for an incident to occur at any time. This could happen where the field trip is taking place or back at the school setting. It is the responsibility of the person coordinating the field trip to contact the school of any incident. It is the responsibility of the principal to contact the person coordinating the field if an incident has occurred at school and to inform the staff and students on the field trip of their next steps for returning to school or not.

### Responsibilities

#### Teacher/Field Trip Coordinator:

- Attend to any medical needs if there are any injuries or complaints of pain.
- Notify the local Police/Fire Department or 911 if appropriate.
- Contact principal or designee and provide update and actions being taken.
- Complete detailed incident report on return to school.
  - DO NOT DISCUSS THE SITUATION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT OR DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATON WITH THE PUBLIC AND MEDIA.

#### Principal or Designee:

- Contact school Superintendent or designee and provide update and actions being taken.
- Send school personnel to scene if appropriate.
- If incident is during non-school hours the principal and CIRT team may be called in to assist.
- Establish a note taker that documents who is present and when they are no longer part of the process (sign-in and out sheet), what decisions are made, who is responsible for implementing these decisions, timeline, and other documentation as determined by the principal.
- Convene School Level CIRT team if appropriate.
- Contact parents with update and actions being taken.
- Notify staff when possible.
- Convene CIRT team to establish a counseling plan to assist students, parents, and faculty as needed.
- Implement a plan for aftercare and the next school day.
- Debrief with the team at the conclusion of the event.

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## MISSING CHILD OR CHILD ABDUCTION

### WITNESSED CHILD 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.

### WITNESSED OR NOT WITNESSED STUDENT MISSING FROM CLASS/BUILDING

- Immediately, instruct staff to search buildings and grounds and assign someone to call 911. If student was scene exiting the building, be sure a staff member follows student while others 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.
- Prepare incident report for the Superintendent of Schools.
- Debrief with Crisis Team, CIRT and staff.

### CUSTODY PROCEDURES

The district has a procedure for making sure no child is released to anyone that should not have custody of a child.

#### **Responsibilities:**

- Principal/designee will maintain a current file of legal documents pertaining to appropriate students in compliance with the current custody law.

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## MISSING CHILD OR CHILD ABDUCTION

- The classroom teacher(s), nurse, assistant principal, guidance counselor, social worker and office administrative assistant connected with the child in question should have a copy of the document(s) limiting his/her contacts.
- Never release a child to a parent/guardian that is not authorized on the student emergency contact card in the student information system.
- There should be no communication with the non-custodial parent (parent without physical custody) until/unless paperwork stating otherwise has been filed with the school.

## CHILD ABUSE

### SUSPECTED

- **Ensure oral report is made to the Department of Children and Families (DCF) 978-275-6800/6900 or DCF Hotline 1-800-792-5200 and local police. A written report must be submitted within 48 hours.**
- Document actions and decisions. Mandated reporters cannot take pictures.
- DCF will investigate or verify information.
- Contact Staff Council for Student Support Services for guidance on case if needed.
- 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 Children and Families (DCF) 978 275-6800/6900 or DCF 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 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 Team, CIRT and staff.

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## DEATH OF A STUDENT/STAFF MEMBER

The school district has designed the following planned response to the death of a student or staff member because of accident or illness. This plan addresses the needs of both staff and students in coping with such an event. This protocol is not a chronology of actions. Rather, it is a planned response highlighting the steps to be addressed in a timely manner, as appropriate for each individual situation. This plan addresses the needs of both staff and students in coping with such an event. While it is important to recognize and deal with the death of a student/staff, we must be careful not to sensationalize such an event. Every effort should be made to maintain as normal a routine as possible.

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

### **Responsibilities:**

#### **The Person Making the Discovery:**

- Anyone who becomes aware of a student death should notify the principal/director.

#### **Principal or Designee:**

- If on-site, contact police and fire.
- Principal should attempt to verify the death by confirming with Sgt. Joe Kelly, Head of School Resource Officers. Contact authorities to obtain accurate information about the death of a student including name, time, place and manner of death (if appropriate).
- Notify the Superintendent and the District Crisis Response Team (CIRT) Chairperson to determine what resources will be needed.
- Convene School Level Crisis Response Team as soon as possible and when time allows, prior to the opening of school to make appropriate plans for the day.
- Each school should have a staff telephone list or chain in place. This list should be updated regularly and placed in this manual. Each school should have a mechanism to contact faculty and staff.
- Coordinate/initiate notification of staff and set up a meeting at the earliest time possible to ensure that all personnel have the same accurate information and so they may lend each other support.
- Contact the bereaved family to extend sympathy. S/he should ask about information that the family is willing to share with the students and school personnel. In the case of a student, permission from the parents must be obtained before information is shared.
- Remove the student/staff member from electronic communications home, class rolls, email list, phone answering machine, and mailing list.
- Prepare a written statement to faculty and students in consultation with the Superintendent and CIRT Team Chairperson. Depending on the situation, the principal may choose to prepare two statements – one to be read to the students and one for the

# The Career Academy

## DEATH OF A STUDENT/STAFF MEMBER

teachers explaining what happened, giving suggestions on how to handle grief reactions, what reactions to look for, what to do or say, etc.

- With the assistance of the CIRT Team, The principal should draft a letter to parents of all children. This letter, signed by the principal, should contain the same information that was shared with staff and students. The letter will inform the parents of what the school has done and will be doing to assist students in dealing with this matter. The letter should encourage the parents to be in touch with the school if they have particular concerns about their child's response to the situation. This letter will be sent home with the children to their families on the same day the crisis is addressed in the school.
- Ensure that all students are notified by the prepared announcement read by individual homeroom/classroom teachers or CIRT member stating the facts as known before the first period of the day or as soon as possible. A public address system or a large assembly should not be utilized to make this announcement unless absolutely necessary. Notification is done in order to dispel any rumors and allay any fears. Upon request, an assigned CIRT member may be present in the classroom with the homeroom/classroom teacher. Out of respect for the family and for other legal considerations, no additional information beyond the announcement may be shared.
- Ensure that media requests are referred to the superintendent, or their designee, who will be the only official spokesperson for the central office.
- Establish media staging areas so they are kept away from the school setting, but allowed to do their jobs. Teachers and students will be reminded that they need not respond to inquiries from the press or others.
- Consider counseling periods for after school (including weekends) to counsel parents or students during the first 48 hours following a major event.
- Convene faculty/staff briefings. They should be called together at the beginning and/or end of the school day for a brief meeting. Here, available information will be shared as appropriate. If significant information is received during the day that needs to be shared, a meeting will be arranged for faculty and staff as soon as possible. Faculty must have a chance to briefly absorb and deal with information before being expected to share it with students. The information also should be shared with cafeteria personnel, custodial staff, bus drivers, etc. If the tragic incident occurs when school is not in session, other appropriate means of mass communication can be used to share information with staff. Remind staff not to talk with media and others about the event.
- Ensure that if any student in the school has been absent due to a close relationship with the deceased, the School Level Crisis Response Team will work with teachers to welcome him/her back and alert students to the need for sensitivity.
- Safeguard that the utmost sensitivity is used in handling the deceased's belongings. If the death is potentially related to criminal activity, the police having jurisdiction over the crime should be consulted prior to accessing and/or removing any belongings. This includes electronic devices, voicemails, e-mails, etc. The principal or designee should remove the personal belongings and then give them to the family when appropriate. The family's wishes should be considered.

# The Career Academy

## DEATH OF A STUDENT/STAFF MEMBER

- Prepare to offer guidance relative to funeral arrangements. In general, students' participation in funerals is an individual decision and under the supervision of parents.
- Convene a brief faculty meeting at the end of the school day to discuss how the day went. Warning signs of depression and suicide should be reviewed. Staff will be updated on pertinent information. A designated member(s) of the School Level Crisis Response Team should update staff members who are unable to attend the meeting.
- To the extent possible, facilitate a normal daily routine to be carried out that includes continuing the educational process to ensure a stable and secure environment for students.
- Permit staff members and students to attend the funeral that wish to do so. Existing procedures for dismissal/absence should be maintained. Necessary arrangements will be made so that faculty who want to may attend. Faculty and student participation in wakes and/or funerals/memorials services is on an individual basis. Student participation should be under parental supervision using normal early release/dismissal policies. ● Debrief with the team at the conclusion of the event.

### **School Level Crisis Response Team/District Crisis Response Team (CIRT):**

- Identify potentially vulnerable faculty, staff and students and plan for how they will be informed privately of the situation. Examples of vulnerable people would include siblings, best friends, worst enemies, people with a similar illness or death in the family, and faculty with a child the same age of the child that died.
- Make sure schools of siblings and others who may be affected are aware of death/critical incident for response planning. Include affected students in off-site programming. ● If the death of a student or staff member occurs in the presence of others, these observers should be considered extremely vulnerable. The team should be particularly attentive to the needs of this group. When indicated, parents of these students will be contacted by phone and a referral to support services will be made at the parent's request. ● When considering commemoration, students should be a part of process. This step should take place over a period of time.
- As students and staff begin to return to their typical routines, the School Level Crisis Response Team should still be on alert for any potential delayed stress reactions. Staff members need to bring any student whose behavior changes after the death to the attention of the team. Keep in mind that staff members are equally vulnerable to grief and loss.
- The School Level Crisis Response Team will have a follow up meeting to assess how well this protocol responded to the needs of the local school community and to make any needed changes or additions.
- Prepare to offer guidance relative to funeral arrangements. In general, students participation in funerals is an individual decision and under the supervision of parents. ● Meet at the end of **each** day during the response for the crisis, and at least until the day after the funeral, to review school response, plan for the next day (including any additional information to be shared with students) and to discuss any students about whom they are concerned.
- Counseling areas should be set up by the counseling staff to assist any staff or students who want to discuss the death. Separate locations for staff and students should be maintained. Students should be escorted to and from designated counseling areas.

# The Career Academy

## DEATH OF A STUDENT/STAFF MEMBER

- Teachers need to keep accurate attendance so they know where students are. At all times students should be accompanied by another adult to the counseling site. • Counselors designated to counsel students that are, or appear to be, in crisis or distraught mood should be located in a counseling center (pre-identified room).
- The School Level Crisis Response Team members should make themselves available to assist faculty who would like help in talking with students. One member of the team should allow the daily schedule of the deceased student/faculty member for the first day after the crisis to be available to students who were in the classroom with the student/faculty member.
- Close friends of the deceased student/staff who seem upset should be monitored closely. Staff should alert members of the School Level Crisis Response Team about these individuals.
- Additional staff/counselors should be assigned to move about the building or campus to counsel groups of students not in crisis.

# The Career Academy

## 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 *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

# The Career Academy

## OPERATIONAL CRISIS

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.

# The Career Academy

## 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. During a tornado warning:

- 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>

# The Career Academy

## EARTHQUAKE

Drop, Cover and Hold procedures may be used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or an earthquake.

Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill, etc.) and staff, students and visitors can safely reach the evacuation location (Rally Point or Reunification location) without danger.

### Responsibilities

#### Principal or Designee:

- Call or direct staff to call 911 to confirm the alarm is active, identify the school name and location, provide exact location of the damage and/or fire/smoke, if any staff or students are injured, state the building is being evacuated and identify the location of the school rally point.
- Activate an EVACUATION if determined necessary.
- If so, ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. ● Assembly areas may need to be relocated because of the building collapse or unsafe areas.
- Establish a note taker that documents who is present and when they are no longer part of the process (sign-in and out sheet), what decisions are made, who is responsible for implementing these decisions, timeline and other documentation as determined by the principal.
- Notify the Superintendent and institute communications plan.
- Activate the School Level Crisis Team and the Crisis Recovery Team (CIRT). ● Upon consultation with Superintendent, Fire department and Law Enforcement officials and, if necessary due to unsafe conditions, direct an off-site evacuation to the designated reunification spot. If not, safe return to the building once the “All Clear” is given. ● If relocation occurs, activate REUNIFICATION; look at Reunification section. ● If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.
- Prepare fact sheet and written communication for staff, parents and Public Information Officer.

# The Career Academy

## EARTHQUAKE

### Teacher

#### Indoor Procedure:

Initiate the following action steps for themselves as well as students in their care:

- Drop to the floor.
- Cover by getting under a sturdy table, desk or other piece of furniture. If there is no suitable furniture nearby, cover their face and head with their arms.
- Hold on to the table or desk until directed to stop.
- When directed by the principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.
- Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. ● Assembly areas may need to be relocated because of the building collapse or unsafe areas.
- Keep class together and wait for further instructions.
- Notify the Incident Commander/principal of any injuries.
- Remain in safe area until the “All Clear” signal has been issued.
- No one may reenter the building(s) until it is declared safe by the fire department. ● If relocation occurs, activate REUNIFICATION; refer to the Reunification section.

#### Outdoor Procedure:

Initiate the following action steps for themselves as well as students in their care:

- Move away from buildings, streetlights and utility wires.
- Drop to the ground.
- Initiate the following action steps for themselves as well as students in their care:
- Cover their face and head with their arms.
- When directed by the principal/designee and/or when it is safe to do so; staff members will evacuate students to pre-assigned locations.
- Notify the principal or designee of any injuries.

# The Career Academy

## SCHOOL INFORMATION PAGE

<i>(Enter Required Information)</i>	
Address	125 Smith St Lowell
Phone Number	978-970-3318
Fax	978-275-6399
Principal	Megan O'Loughlin
Superintendant of School	Dr. Joel Boyd
Custodian	Michael Pertall
Number of Students	89
Number of Employees	25
Square Footage	
Number of Floors	3
<i>Utilities (Enter Names and Numbers)</i>	
Electric	National Grid
Gas	National Grid
Water	Lowell Water
Telephone	Verizon
Internet Provider	LPS
Intercom System	NCS
<i>Building Statistics (Respond Yes/No)</i>	
Motion Detecting Devices	Yes
Fire Standpipe and Sprinkler	No
Roof Access	Yes
Cable TV Access	No
Electrical Shut-off/HVAC Accessible	Yes
Hazardous Materials	No
Closed Circuit Cameras	Yes
Intercom Systems	Yes
Telephones in Classrooms	Yes

# The Career Academy

## ROSTER OF STUDENTS WITH DISABILITIES REQUIRING ASSISTANCE

**Enter Floor/Level**

Student Name	Room #	Plan for Evacuation/Escort	Escort Back-up
N/A			

**Enter Floor/Level**

Student Name	Room #	Plan for Evacuation/Escort	Escort Back-up
N/A			

**Upper Floor/Level:**

Student Name	Room #	Plan for Evacuation/Escort	Escort Back-up
N/A			

**Enter Special Notes for Students with Specific Evacuation Needs:**

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.

# The Career Academy

## FLOOR PLANS

*Enter floor plans for your building(s).*

***IMPORTANT: For security reasons, please remove floor plans from your Safety Plan before posting your plan on the school web-site.***

### KEY INFORMATION FOR OUTSIDE RESPONDERS

<b><u>Type of School</u></b> grades, enrollment, year of construction, number of floors	<b>9-12</b> <b>79</b> <b>3 Floors</b>
<b><u>Description of Neighborhood</u></b> include surroundings types of buildings/businesses and major roads	<b>Residential, single and multi family homes</b> <b>One Way Street</b>
<b><u>Description of Physical Exterior</u></b> location of playground, fields, recess location	<b>Brick building, hard top and silver</b> <b>chain-link fence, rased garden beds</b>
<b><u>Location of Main Office</u></b> include type of communication system available	<b>First floor by the main entrance, phones,</b> <b>walkie-talkies and intercom system</b>
<b><u>Building Access</u></b> provide number of outside doors with numbering, main entrance, barriers and gated areas that can be isolated	<b>Smith St Front (1) Thorn St. (2) Back boiler</b> <b>(3) Parking lot (4) Front (5)</b> <b>Total: 6</b>
<b><u>Exterior Doors that Open into Classroom</u></b> provide number of doors and locations	<b>Back Building Fire Escape Door (1)</b>
<b><u>Security Cameras</u></b> provide number of cameras and location of monitor	<b>29 Cameras- 6 Outside</b> <b>Monitor in Main Office</b>

## The Career Academy

<b><u>Identification System</u></b> provide information on visitor pass system, including location of logs and whether there are ID badges for staff and students.	<b>Identify Self at Camera</b> <b>Report to Main Office</b> <b>ID visitor passes</b> <b>Raptor</b>
<b><u>Two Way Radios</u></b> provide number and staff name/role assigned to each	<b>All staff have a radio</b>
<b><u>Building Based Unified Command Post</u></b> provide location and anticipated staffing	<b>Main office: Principal, Security, Social Worker and Teacher</b>
<b><u>Hazardous Material</u></b> provide information on hazardous material on site with the school's Material Safety Data Sheet (MSDS)	<b>None known of</b>

### MAIN SHUT-OFF LOCATIONS

UTILITY	LOCATION
Gas	Boiler Room (Back of Basement)
Water	Downstairs girls' bathroom under floor panel
Electric	Inside door, next to exterior parking lot
Sprinkler	

Fire Alarm Panel	Inside door, next to exterior parking lot
Fire Connection	

### CELL PHONE NUMBERS OF KEY STAFF

Position	Name	Cell Phone Number
Principal	Megan O'Loughlin	978-423-3269
Custodian	John Wolfgang	978-888-8901

### The Career Academy

Security	Luis Cruz	978-835-2730
Social Worker	Olga Guerrero	978-332-1752
Teacher	Gregory McDonough	617-290-9265