

[GO TO INDEX, Page 2](#)



Hopkinton Public Schools



CRISIS RESPONSE and EMERGENCY PREPAREDNESS

Guidelines and Resource Guide

2005 - 2006

INDEX

- 3 Introduction
- 4 Emergency Preparation
- 5 Eight Important Steps to Take in a Crisis

GUIDELINES

- 6 911 Emergencies: Telephone Use in Emergencies
- 7 Animal Contacts
- 8 Bomb Threats and Telephoned Threat Report
- 9 Bullying
- 10 Bus Accident
- 11 Child Abuse and Neglect Reporting
- 12 Communicating with the Media and Public During Emergencies
- 13 Custody Issues
- 14 Death
- 15 Death on Campus
- 16 Evacuation
- 17 Explosion
- 18 Exposure to Blood / Body Fluids
- 19 Facilities Malfunction / Failure / No Heat
- 20 Fights / Civil Disturbance / Riot
- 21 Fire
- 22 Fumes / Chemical Spills
- 23 Gas Leak
- 24 Infectious Disease
- 25 Intruder
- 26 Kidnapping
- 27 Lockdown
- 28 Mass Injuries
- 29 Missing Children
- 30 Natural Disasters
- 31 School Closing: Relocation or Dismissal of Students
- 32 Sexual Assault
- 33 Shots Fired
- 34-35 Signals and Codes
- 36 Suicide
- 37 Suspected Drugs / Alcohol
- 38-39 Threats

RESOURCES SECTION

- 41 Bomb Threat Report Form
- 42 School Safety Council
- 43 Student Records: Privacy and Confidential Nature
- 44 Suicide Warning Signs
- 45 Town-wide Assistance Telephone Numbers
- 46 Universal Precautions
- 47 Violence: Potential Warning Signs
- 47 Building Reunification Process
- 49 Building Floor Plans

INTRODUCTION

This Crisis Response and Emergency Preparedness Guide includes the guidelines to be used in an emergency or crisis. The Guidelines are designed to give school staff step-by-step procedures to follow in an emergency. Following the steps in the guidelines will help school staff to contain dangerous situations, minimize injuries and threats to health and safety, make proper notifications, and mediate the negative impact on the school community following the crisis. This guide also includes a resource section that can be of assistance in a crisis.

Whenever you see the words

Use ASCD Manual

refer to that manual for more information and resources. There is at least one ASCD Manual in each school, usually kept in the Crisis Response Bag. These Guidelines are one part of a comprehensive crisis response effort led by the Crisis Response Team in each school. These Guidelines are intended to be used along side the ASCD Manual.

When Police and Fire Departments arrive on the scene of a school emergency, they are in charge of the situation.

Where instructed to notify the Superintendent's Office, make contact with the Superintendent, the Assistant Supt. for Student Services, or the Director of Finance. In most cases, the school's Media Coordinator should maintain close contact with the Superintendent's Office throughout a crisis.

Each school has a Crisis Response Team, trained to lead all staff in an emergency. All staff should be familiar with how the Crisis Response Team functions, its roles, and its responsibilities in a crisis. The Team should regularly share its planning with the entire school staff.

The school district has a School Safety Council that advises the Superintendent and School Committee on safety and crisis response issues. In response to serious crises, the School Safety Council will convene to assist school teams by bringing resources and expertise to the building.

Do not discuss any aspect of an emergency situation with the public or release any information to the media. The Superintendent's Office is responsible for all communication with the public and media and will work closely with public safety in releasing information. The School Crisis Response Team Media Coordinator maintains constant communication with the Superintendent or designee during an emergency.

It is said that the value of emergency preparedness is in the planning, not the plan. Crisis response and safety should be a topic for discussion frequently in staff meetings. Principals are responsible for providing adequate training for all staff in the implementation of these guidelines. The Crisis Response team supports the Principal in staff training so that all staff are exposed to the various functions and roles of Team members. The Crisis Response Team actively seeks input and assistance from all staff members and responds positively to staff requests for information and training on crisis and safety issues.

All school staff are urged to provide feedback on these Guidelines. It is a living document that must be continually updated and improved. Feedback should be directed to the School Safety Council through the Principals.

EMERGENCY PREPARATION

At the beginning of school each year:

- The Principal will review the Crisis Response plans and these guidelines with all staff. New teachers should be given additional opportunity to learn about the school's safety and emergency preparedness planning
- The School Crisis Response Team (CRT) will be reappointed and scheduled to meet regularly to plan and practice responding to school emergencies and crises. All staff will know the roles of the Crisis Team Members and how the team functions
- The Crisis Response Phone Tree will be updated and practices scheduled
- The Principal shall ensure that this guide and the ASCD Manual is readily available to all staff and to all substitutes
- Bomb Threat Report Forms will be located and maintained at all telephones.
- The school's alternate evacuation site must be confirmed. Make written agreement for use of site if practical
- Staff shall review the building signal codes in a staff meeting
- The Crisis Response Team will review all plans, inventory and update crisis tools and materials, and set goals to increase the capacity of the team and the school in responding to emergencies
- The CRT will review the ASCD *Before a Crisis Checklist* and plan to address areas of need for preparation
- The Principal will communicate the school's Crisis Response efforts to parents
- Provide "Sub Kit" system to ensure that substitute teachers will be informed of at least the basics of Crisis Response throughout the year
- CPR and First Aid training is recommended for all interested staff. A list of trained staff should be maintained by the school nurse and kept in the crisis response bag

Throughout the school year:

- Principal and CRT will regularly update all staff and seek input
- Practice and planning will be continuous and increasingly involve all staff and students

At the close of each school year:

- The CRT will submit to the School Safety Council, a description and an evaluation of the past year's efforts and spell out goals for the following year

**Use ASCD Manual
"Before a Crisis Checklist"**

EIGHT IMPORTANT STEPS TO TAKE IN A CRISIS

1. Determine the seriousness of the situation.
2. Call 911, and secure everyone's safety.
3. Get assistance for victims.
4. Access information and advice from Crisis Manuals.
5. Gather facts while maintaining confidentiality as appropriate.
6. Notify the Superintendent.
7. Notify the families of the people involved.
8. Assemble the Crisis Team and plan what to do next.

Use ASCD Manual

911 EMERGENCIES

All adults in the building are empowered to call 911 without anyone's permission!

For a school emergency requiring assistance,

THE PRINCIPAL or DESIGNEE WILL

- Call 911, then contact the school nurse or other appropriate staff
- Stay on line until released
- Identify him/herself
- Provide school name and address
- Identify situation/incident
- Identify location of above
- Indicate number of victims
- Provide other relevant information
- Designate a person to meet responding police/fire/ambulance: Designate a specific door.
- Call the Office of the Superintendent at 508-497-9800
- Summon Crisis Response Team as appropriate.

Note: Cell phone 911 calls will go to the State Police dispatcher. 911 dialed from building phones will go to Hopkinton Police dispatch, resulting in a faster response.

Learn in advance how to get an outside line to dial 911. In most cases, school phones require you to first get a dial tone (that may require pressing one key) and then dialing 8 before dialing 911. Phones will differ. Know how in advance.

Use land line phone before school Nextel phone or other cell phone if both are equally available.

School Phones should be used only for emergency traffic during a crisis. Clear all incoming lines of routine communication that can be deferred.

Nextel Phones are issued to selected administrators in the district. During emergencies, these phones must be used only for emergency traffic. All administrators must leave the phone open for emergency contacts.

ANIMAL CONTACTS

All mammals can be infected with rabies. Rabies is a viral disease of the nervous system usually transmitted by a bite, scratch, or contact with an infected animal's saliva. If a student or Staff member comes into contact with a stray or suspicious animal,

THE PRINCIPAL or DESIGNEE WILL

- Contact the School Nurse
- Ensure that person giving first aid puts on gloves and washes the wound for ten minutes with warm soapy water
- Call school physician with details and follow advice

- In the case of a student, contact the parent immediately
- Notify the Hopkinton Police Department
- Complete an *Incident Report*
- Inform Superintendent immediately if serious in nature
- Have School Nurse notify Public Health Department, 508-497-9725

BOMB THREATS and TELEPHONED

THREAT REPORT

In response to a telephoned bomb threat, the person receiving the call will complete the *Phone Threat Form*, follow the associated guidelines, and immediately inform the Principal or Designee. Threats other than telephoned threats may be handled similarly when appropriate.

THE PRINCIPAL or DESIGNEE WILL

- Immediately notify Public Safety using 911 and then the Superintendent, 508-497-9800
- Consider immediate evacuation if specific and credible threat; initiate if warranted
- Debrief person who received threat and go over report form; gather all facts
- Convene Crisis Response Team and await first responders and Superintendent or designee
- Notify the Director of Buildings and Grounds, 508-497-9870
- Notify the Transportation Office, 508-497-9810
- Ranking Fire Officer, Police Officer and Superintendent or designee join Crisis Response team at school receiving threat
- Police/Fire representatives lead Team in risk assessment
- The Principal, with Fire, Police, and Superintendent input, determines whether evacuation of building is required
- Assemble prearranged search team that will review search strategy and implement as required
- Plan response with responding Fire Officer, Police Officer and Superintendent, and execute the plan
- Announce appropriate codes for needed staff actions

TEACHERS/STAFF WILL

- If evacuating, follow modified fire drill procedures or follow specific code plan
- Have students remove personal belongings with them, i.e. book bags, gym bags, coats
- Visually scan the classroom and note anything unusual; items that don't belong, broken ceiling tiles not noticed before
- Report anything unusual to administrator
- Supervise students and await instructions
- Report missing students, additional students, as in *Fire*

THE SUPERINTENDENT or DESIGNEE WILL

- Coordinate communication to parents and public
- Review response with Fire and Police officials

Also see: *Bomb Threat Report Form in Resources Section*

BULLYING

BULLYING can occur at any age or grade. It is the repeated threat of physical or emotional harm by one student to another. Like harassment, it is determined by the perception of the victim, and/or not just the individual or group action. Bullying may also be reported by third party observers. Students who are bullied for sustained periods of time, without intervention, can suffer low self-esteem, isolation, and depression. Children need to learn to recognize the signs of bullying, and then learn ways to resist (refuse) the threats. Teaching students to report bullying to the trusted adults in the school is the most critical step. All students need to know that their concerns will be heard and actions taken. When a victim or a bystander reports bullying to an adult, that person must immediately contact the Principal or designee (Assistant Principal or Guidance Counselor).

THE PRINCIPAL or DESIGNEE WILL

- Interview the victim
- Interview the identified bullies
- Interview witnesses named by both parties
- Convene the crisis team if indicated to determine further actions
- Call parents of victim and bully to report incident and actions taken
- Contact police, if crisis team determines a need for intervention
- Report back to classroom teacher and determine if he/she requires intervention or support
- Notify staff of the event, and actions taken
- Complete and forward an Incident Report within 24 hours
- Implement disciplinary action including: in-house suspension, out of school suspension, letters of apology, detention/community service, referral to mental health professional

BUS ACCIDENTS

THE BUS DRIVER WILL

- Immediately notify police by calling 911 on cell phone, then radio dispatcher
- If cell phone not available, radio dispatcher to report accident and details
- Not proceed on his/her run unless and until released by the Police Department

THE BUS DISPATCHER WILL

- Make 911 call if driver has not
- Confirm that police are responding
- Immediately notify Principal(s) of school(s) affected, Business Office, and Supt. Office

THE PRINCIPAL or DESIGNEE WILL

- Report to the accident scene or request help from Central Office if leaving school is a safety issue
- Assess all students and staff to determine injuries and complaints if EMTs have not arrived
- Any person may perform emergency first aid up to his/her ability and training level, EMTs will take over medical scene when they arrive
- Protect the victims from secondary accidents, secure area, care for injured
- Direct School Nurse to review school health records of victims
- Provide status reports to Central Office, 508-497-9800
- Assist police or take responsibility for making list of all students on bus and reported complaints of injury
- Notify families of injured students immediately
- Notify parents/guardians of all students on bus within 24 hours (letters mailed within 24 hours)
- Assemble Crisis Response Team as appropriate: Review what has been done, and plan what to do next
- Accumulate all pertinent data and reports and submit these to the Superintendent with an Incident Report
- No information is to be given to media except through the Superintendent's Office. See *Communicating with the Media and the Public During Emergencies*

THE SUPERINTENDENT or DESIGNEE WILL

- Communicate with public if required
- Review accident with public safety officials as appropriate

CHILD ABUSE and NEGLECT REPORTING

School personnel are mandated reporters of identified or suspected child abuse or neglect. Failure to report is punishable by law as a misdemeanor. Hopkinton School Committee policy requires compliance with all mandated reporter laws and regulations.

THE PRINCIPAL or DESIGNEE WILL

- Communicate child abuse and neglect procedures to all school staff
- Require and encourage staff to report all suspected abuse or neglect

EACH STAFF MEMBER SUSPECTING ABUSE or NEGLECT AT HOME or AT SCHOOL WILL

- Report the suspected child abuse or neglect immediately by phone to the Department of Social Services, 508-424-0100, and file *Form 51A* as soon as possible but not later than forty-eight (48) hours
- Notify the Principal, School Nurse, and Counselor (and parents, if not suspects) that a report has been, or will be made to the Department of Social Services
- Complete the *Child Abuse Form 51A*
- Honor the regulation that all follow-up and interviewing will be handled by the Police Department or Department of Social Services

THE PRINCIPAL or DESIGNEE WILL

- Contact the Office of the Superintendent with details, 508-497-9800
- Convene the Crisis Response Team if appropriate
- Take other actions as directed by Superintendent
- Complete and forward an *Incident Report* within 24 hours

National Child Abuse Hotline 24 Hours

800-792-5200

COMMUNICATING WITH THE MEDIA and PUBLIC DURING EMERGENCIES

During a school emergency the media may have an interest in the incident, or the school may have an interest in getting a message out to the public through the media. The Crisis Team Media Coordinator is charged with developing written statements for the media that will be released through the Superintendent's Office. The Media Coordinator, or other Crisis Team member assigned by the Principal, will communicate with the Superintendent's Office, 508-497-9800, or designated school emergency lines regularly throughout the crisis.

- The school, during the crisis, refers all media inquiries to the Superintendent's Office.**
- The **Building Media Coordinator**, working with the Principal, prepares written statements concerning the incident and forwards these to the Superintendent or Designee.
- The **Building Media Coordinator** in the building communicates regularly with the Superintendent's Office throughout the crisis.
- The Superintendent's Office will help the School Safety Council to identify needed external resources.
- Crisis Team members should review the Media Guidelines in the *ASCD Crisis Manual* as building staff may be interviewed after the crisis. Only staff delegated by the Principal should speak for the school. The Superintendent may direct that no staff members speak to the media.
- The Media Coordinator should seek advice, help, and recommendations from the Superintendent's Office as often as necessary. The Superintendent's Office is prepared to provide any assistance needed and will work to keep media pressure away from the school during the crisis, when all attention must be given to the safety of students and staff.
- If media representatives come to the school, ask them to leave the school property and contact the Superintendent's Office. Media do not have a right to be on school property during a crisis. Students should be protected from media personnel, who may try to get interviews during a crisis. Get help from the police as needed.

In a protracted emergency, the Superintendent will work with the Chiefs of Police and Fire to establish media access areas and procedures. At the scene of significant events, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the school, police, fire, medical, or other emergency relief workers. As soon as reasonably possible, a preliminary press area will be established as close to the scene as safety and operational requirements allow. ¹²

CUSTODY ISSUES

In order to comply with the difficulties inherent in this sensitive area,

The PRINCIPAL or DESIGNEE should consider the following procedures:

- Know the law regarding noncustodial parent access to student records and information.
- Train all staff in custody and student records procedures.
- Insist on the accuracy of the student record information pertaining to custody, court orders, and releases.
- Tag such student records. Keep alpha roster of all students with custody issues highlighted for staff who answer telephone or greet visitors.
- When a parent telephones a request that a child be released from school, direct that the identity of the caller be confirmed (by a call back to a known number if needed). Err on the side of caution.
- **NEVER RELEASE A CHILD TO A PARENT OR PERSON NOT AUTHORIZED ON THE STUDENT RECORD, UNLESS YOU HAVE A CONFIRMED REQUEST FROM THE PARENT OR GUARDIAN. GET IT IN WRITING. CONFIRM THE WRITTEN NOTE BY TELEPHONE.**
- Notify the Hopkinton Police Department if any support or help is needed, 508-497-3401, or 911, if emergency.
- Get assistance from the Superintendent's Office, 508-497-9800.
- Complete *Incident Report as appropriate.*

DEATH

The death of a student, staff member, volunteer, parent, or other school community member almost always requires a planned and coordinated response. Death may occur in or outside of school, during times when school is in session or out of session. The degree of crisis will vary according to circumstances, and there is always the potential for significant and severe crisis among members of the community. The crisis will exist both in and outside of school.

Refer immediately to the ASCD Manual. This is a comprehensive and excellent resource on death and dying. The section for counselors addresses the planning of a response and includes checklists, forms, guidelines for discussion, and other resources. The section for teachers guides a discussion of death, and provides advice for handling classroom questions as well as guidance on how to identify students “at risk” who may need referral.

The Crisis Response Team plays a critical role in planning a response. The Counselor Coordinator on the team will have significant leadership responsibilities.

Crisis teams need to quickly assess what will be needed in resources from outside of the school.

Notify the Superintendent of any death-related crisis. The Superintendent will work with the District Safety Council and other community resources to bring needed assistance.

**Use ASCD Manual
Death and Dying**

DEATH ON CAMPUS

THE PERSON MAKING DISCOVERY WILL

- Call 911 from location or send someone to make call
- Secure the area; don't allow area to be disturbed until police take charge of scene
- Notify Principal or designee
- Send for School Nurse and School Counselor

THE PRINCIPAL or DESIGNEE WILL

- Secure the building and direct staff and students to remain in assigned areas until further notice
- Identify all witnesses and move them to the Guidance Office or other room
- Instruct witnesses not to talk with each other or others
- Document all statements made by witnesses
- Not conduct interviews with students (let the police do that)
- Assemble Crisis Team
- Notify Superintendent, 497-9800
- Notify parent or relative of decedent only if pronounced dead at school (allow hospital to notify if person is transported to hospital)
- Utilize Crisis Response Team, mental health professional and Superintendent to determine how parent/relative will be contacted if person pronounced dead at school
- Notify parents of witnesses that police will be interviewing the witnesses

THE SUPERINTENDENT or DESIGNEE WILL

- Coordinate communication to parents and public
- Assemble School Safety Council as appropriate
- Develop district support strategies

**Use ASCD Manual
Death and Dying**

EVACUATION

Building evacuation may take place as a practiced fire drill, or by different routes and meeting places as planned and practiced to meet the needs of different emergencies and different locations of building fire or dangers. All staff must know appropriate codes that identify implementation of different evacuation plans. These codes and plans should be kept in writing by each teacher and staff member.

Procedures must make provision for all persons. Persons with disabilities need special attention. The crisis plan should have an adult assigned to each student with mobility or severe comprehension disabilities.

TEACHERS WILL

- Move students through exits identified in the plan being implemented. Some plans may call for students to move not through exits but to another part of the building, gym for example.
- Close, but not lock, classroom door
- Move students away from danger if planned evacuation route is not effective
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student rosters, paper, and pencil
- Take roll call to determine if students are missing
- Use red and green signal cards to report missing student (red), get assistance (red), or confirm all accounted for (green) *See Signal Cards and Signal Codes*
- Report injuries and damage to Principal or designee
- Unattached students should report to the nearest teacher. Teachers should report additional students to Principal or designee
- Wait for further instructions

PRINCIPAL or DESIGNEE WILL

- Supervise evacuation
- Ensure that student and staff emergency cards or copies are removed by designated staff
- Conduct preplanned sweep of school, especially bathrooms and isolated areas
- Ensure that all disabled persons are safely evacuated as in plan
- Direct teachers and students to implement plan to proceed to alternative location, if needed
- Assemble Crisis Response Team at prearranged location
- Notify Superintendent, 497-9800
- Put Transportation Office on standby, 497-9810

EXPLOSION

THE PRINCIPAL or DESIGNEE WILL

- Determine the seriousness of the situation
- Initiate Fire Drill procedures if any danger exists (Fire Evacuation procedures must make provision for all persons. Persons with disabilities need special attention. The crisis plan should have an adult assigned to each student with mobility or severe comprehension disabilities.)
- Call 911, and be clear about situation
- Notify the Superintendent's Office, 508-497-9800
- Notify the Director of Buildings and Grounds, 508-497-9870
- Attend to all student/staff safety issues
- Assemble Crisis Response Team to plan what is to be done next and in follow-up
- Plan for sheltering or dismissing and transporting students if necessary

Fire Department will take charge of scene and building. No one will be allowed in building without Fire Department approval.

EXPOSURE TO BLOOD / BODY FLUIDS

THE TEACHER or STAFF MEMBER WILL

- Keep other students away from the exposure area
- Report the incident to the School Nurse immediately
- Avoid physical contact with blood or other body fluids (use gloves)
- When giving first aid, follow **Universal Precautions**
- If exposed to blood or other fluids, wash the affected area with soap and water followed by betadine
- Obtain assistance of nurse for follow-up reporting of the exposure
- Notify the office/custodian to clean area using **Universal Precautions**
- Dispose of contaminated materials following exposure control policy

THE SCHOOL NURSE WILL

- Notify the Principal or designee
- Notify the parent/guardian of exposed student as appropriate
- Provide adequate assistance to person exposed and follow-up in reporting

THE PRINCIPAL or DESIGNEE WILL

- Notify the Superintendent's Office
- Complete Incident Report

See **UNIVERSAL PRECAUTIONS** in *Resources* section

FACILITIES MALFUNCTION / FAILURE / NO HEAT

In response to an emergency situation related to plumbing or gas fitting, heating, ventilation or air conditioning, electrical services, elevators, security systems, alterations or repairs, energy, roofing, fire alarm systems, custodial services, telephone services, or environmental hazards,

THE PRINCIPAL or DESIGNEE WILL

- Conduct an investigation to ensure that there is no danger to building occupants
- Secure area or evacuate building, if necessary
- If investigation determines an immediate hazard to occupants, call 911, and evacuate as in FIRE above
- Determine the type and scope of the problem as thoroughly as possible
- Inform the Superintendent, 508-497-9800
- Notify the Director of Buildings and Grounds, 508-497-9870
- Notify Dir. Of Finance and Transportation Office, 508-497-9810
- Assemble the Crisis Team as warranted
- Plan for sheltering or dismissing and transporting students, if necessary

FIGHTS / CIVIL DISTURBANCE / RIOT

ANY STAFF MEMBER WILL

- Assist and take an active role in stopping any disruptive activity to the extent that one's safety is not jeopardized
- Notify Principal or designee immediately
- Ask for assistance from nearby staff

THE PRINCIPAL or DESIGNEE WILL

- Call law enforcement for assistance: Use 911, if appropriate; Summon School Resource Officer if in building or on campus
- Secure the building and direct staff and students to remain in assigned areas until further notice
- Take appropriate disciplinary action
- Assemble Crisis Team
- Notify Superintendent, 497-9800
- Assist police in identification of students
- Complete Incident Report

THE SUPERINTENDENT or DESIGNEE WILL

- Coordinate communication to parents and public
- Assemble School Safety Council as appropriate
- Develop district support strategies

FIRE

ANY PERSON WILL

- Pull fire alarm

THE PRINCIPAL or DESIGNEE WILL

- Initiate Fire Drill procedures immediately (Fire Evacuation procedures must make provision for all persons. Persons with disabilities need special attention. The crisis plan should have an adult assigned to each student with mobility or severe comprehension disabilities.)
- Call 911, and be clear about situation
- Account for all students and report missing persons to fire department
- Notify the Superintendent's Office, 508-497-9800
- Notify the Director of Buildings and Grounds, 508-497-9870
- Attend to all student/staff safety issues
- Assemble Crisis Response Team to plan what is to be done next and in follow-up
- Plan for sheltering or dismissing and transporting students, if necessary

Fire Department will take charge of scene and building. No one will be allowed in building without Fire Department approval.

THE SUPERINTENDENT or DESIGNEE WILL

- Receive and assess all information from civil emergency reporting services
- Implement school dismissal/relocation logistics on district level
- Coordinate dismissal or relocation with Dir. of Finance/Transportation Office, 508-497-9810
- Coordinate communication to parents and public
- Assemble School Safety Council if appropriate
- Develop district support strategies

FUMES / CHEMICAL SPILLS

THE PRINCIPAL or DESIGNEE WILL

- Determine if there is reason to believe that fumes or material spills may be hazardous and consider following actions
- Initiate Fire Drill procedures if any danger exists (Fire Evacuation procedures must make provision for all persons. Persons with disabilities need special attention. The crisis plan should have an adult assigned to each student with mobility or severe comprehension disabilities.)
- Call 911, and be clear about situation
- Notify the Superintendent's Office, 508-497-9800
- Notify the Director of Buildings and Grounds, 508-497-9870
- Attend to all student/staff safety issues
- Assemble Crisis Response Team to plan what is to be done next and in follow-up
- Plan for sheltering or dismissing and transporting students, if necessary

Fire Department will take charge of scene and building. No one will be allowed in building without Fire Department approval.

GAS LEAK

Do not change position of electrical switches or do anything that creates a spark.

THE PRINCIPAL or DESIGNEE WILL

Initiate Fire Drill procedures if any danger exists (Fire Evacuation procedures must make provisions for all persons. Persons with disabilities need special attention. The crisis plan should have an adult assigned to each student with mobility or severe comprehension disabilities.)

- Call 911, and be clear about situation
- Notify the Superintendent's Office, 508-497-9800
- Notify the Director of Buildings and Grounds, 508-497-9870
- Attend to all student/staff safety issues
- Assemble Crisis Response Team to plan what is to be done next and in follow-up
- Plan for sheltering or dismissing and transporting students in case necessary

Fire Department will take charge of scene and building. No one will be allowed in building without Fire Department approval.

INFECTIOUS DISEASE

ALL STAFF WILL

- Report knowledge of unusual illness among students to School Nurse for investigation
- Report knowledge of unusual or known serious infectious diseases to the School Nurse
- Report unusual rashes to School Nurse
- Promote frequent and proper hand-washing where practical (at all times)

THE SCHOOL NURSE WILL

- Evaluate reports of infectious illness and follow Dept. of Health Guidelines for reporting, isolating, and communicating
- Report illnesses that require school action to the Principal
- Seek guidance from the Hopkinton Board of Health, MA Department of Public Health and School Health Offices as needed
- Seek advice from the school physician as needed
- School Nurse or Principal will contact Supt. Office regarding non-routine illnesses
- Educate staff, students, and parents about an illness, precautions, and school actions as needed
- Give medical referrals to parents and staff as appropriate

THE PRINCIPAL or DESIGNEE WILL

- Contact the Superintendent's Office, 508-497-9800, as appropriate to situation and before any general communication goes out to parents
- Assemble Crisis Response Team and plan what to do (if indicated by situation)
- If a student is reported ill with a communicable or suspected illness by parent or other, and any general communication to others is required, the School Nurse or Principal should, if possible, discuss the illness and communication with the parent of ill child before communication is sent
- Work with the School Nurse to manage the situation

INTRUDER

An intruder is an unidentified or unauthorized person who has entered a school building whose intent may be harmful, or whose intent is not known.

Unknown visitors should be greeted and asked if they can be helped and directed to the main office to obtain a visitor's identification badge. Uncooperative persons should be considered intruders.

ALL STAFF WILL

- Challenge unknown persons when comfortable doing so
- Report unknown or unauthorized persons to the office (do not send student)
- Be proactive in identifying unauthorized persons

THE PRINCIPAL or DESIGNEE WILL

- Determine seriousness of situation
- Get appropriate assistance. Use 911, if appropriate
- Contact School Resource Officer if available
- Alert staff with Specific Code Alert
- Consider appropriateness of lockdown if intruder is suspected to be dangerous (See LOCKDOWN)
- Assemble Crisis Response Team and plan what to do
- Contact the Superintendent, 508-497-9800
- Complete and forward an *Incident Report* within 24 hours

KIDNAPPING

Kidnapping can occur when an unauthorized parent removes a child from school. It is very important that CURRENT, available custody information be maintained on all students. Any information that you have on restraining orders should be included on emergency records.

FOLLOW PROCEDURES FOR MISSING CHILDREN

Use ASCD Manual

LOCK DOWN

THE PRINCIPAL or DESIGNEE WILL

- Determine seriousness of situation
- Get appropriate assistance. Use 911, if appropriate
- Contact School Resource Officer if available
- Alert staff of the Specific Code Alert (See CODE ALERTS)
- Meet and orient first responding police and fire officers, provide floor plans, maps, plans
- Turn off automatic bell system
- Turn off fire alarms (or assist) at direction of Police or Fire officials
- Assemble Crisis Response Team and plan what to do
- Take direction from public safety officers in command
- Notify Superintendent's Office

STAFF WILL

- Lock their doors or move furniture/other objects against door if not lockable
- Move students away from windows
- Pull blinds down if threat known to be outside. Put blinds up if threat known to be inside building
- Maintain quiet
- Not allow students to leave room
- Direct students to turn cell phones off
- Place green or red signal cards in window and under door (see SIGNAL CARDS)
- If directed, continue normal instruction to the extent possible in a prolonged lockdown
- Wait for "all clear" signal; do not leave on routine bell rings
- Call the office only if there is an emergency among students or staff in the room or with specific intelligence about a threat
- Remain calm, students are watching for our reactions

MASS INJURIES

In the case of a catastrophic event resulting in large numbers of injured persons and/or massive destruction of the school building. Any adult will call 911, to summon emergency help.

ALL STAFF WILL

- Follow evacuation procedures and other procedures initiated by the school administration
- Shelter in place instead of evacuating when that directive is given or if the situation is too dangerous to leave a room according to evacuation plan
- Keep students well removed from danger areas
- Assist emergency responders in identifying victims
- Await instruction to move to alternative site

Do not dismiss students to parents or anyone until procedures are in place at a safe location to dismiss students in a safe and orderly fashion.

THE PRINCIPAL or DESIGNEE WILL

- Supervise evacuation and crisis procedures
- Notify the Superintendent's Office, 508-497-9800
- Take or send emergency cards to hospital

THE CRISIS TEAM MEMBERS

- Will meet and implement reunification plan
- Assist in supervision of emergency plans and procedures
- Begin to plan for the aftermath

THE SUPERINTENDENT or DESIGNEE WILL

- Receive and assess all information from civil emergency reporting services
- Make additional resources available to school, i.e. nurses, mental health staff, administrative staff
- Implement school dismissal/relocation logistics on district level
- Coordinate dismissal or relocation with Dir. of Finance/Transportation Office, 508-497-9810
- Coordinate communication to parents and public
- Assemble School Safety Council
- Develop district support strategies
- Provide direct assistance to Principal and Crisis Response Team

MISSING CHILDREN

THE PRINCIPAL or DESIGNEE WILL

- Call parent
- Call 911, to get Police assistance
- Notify the Superintendent's Office, 508-497-9800
- Notify Transportation Office, 508-497-9810

Gather information for Police while they respond

Use ASCD Manual

- Photo of the child
- Check schools records to determine who has legal custody of the missing student
- Where and when student last seen, what student was wearing, whom student was with
- Home address and phone number of student
- Parent/guardian work phone numbers
- Students who are close friends and whether friends are present at school
- Names of any other people who may be able to provide significant information (e.g. bus drivers, baby-sitters, neighbors)
- Student's route and means of transportation (bus number, stop) to and from school
- Presence of any strangers around school who were behaving suspiciously
- Assemble Crisis Response Team: Determine what needs to be done
- After Crisis: Crisis Response Team reviews circumstances leading to crisis

NATURAL DISASTERS

Natural disasters may include blizzard, earthquake, flood, tornado, and severe storms. Any adult will call 911, to summon emergency help as needed.

ALL STAFF WILL

- Follow evacuation procedures and other procedures initiated by the school administration
- Shelter in place instead of evacuating when that directive is given or if the situation is too dangerous to leave a room according to evacuation plan
- Keep students well-removed from danger areas
- Assist emergency responders in identifying victims
- Await instruction to move to alternative site
- Not dismiss students to parents or anyone until procedures are in place at a safe location to dismiss students in a safe and orderly fashion
- IF GAS IS SMELLED, EVACUATE STUDENTS IMMEDIATELY AND NOTIFY PRINCIPAL OR DESIGNEE**

THE PRINCIPAL or DESIGNEE WILL

- Identify risks to students and staff and move people away from danger
- Supervise evacuation or shelter in place and all crisis procedures
- Notify the Superintendent's Office, 508-497-9800
- Take or send student emergency cards and Nurse's Health Information Forms to hospital

THE CRISIS TEAM MEMBERS

- Will meet and implement reunification plan, if needed
- Assist in supervision of emergency plans and procedures
- Begin to plan for the aftermath

THE SUPERINTENDENT or DESIGNEE WILL

- Receive and assess all information from civil emergency reporting services
- Make additional resources available to school, i.e. nurses, mental health staff, administrative staff
- Implement school dismissal/relocation logistics on district level
- Coordinate dismissal or relocation with Dir. of Finance/Transportation Office, 508-497-9810
- Coordinate communication to parents and public
- Assemble School Safety Council
- Develop district support strategies
- Provide direct assistance to Principal and Crisis Response Team

SCHOOL CLOSING RELOCATION OR DISMISSAL OF STUDENTS

In the event of an impending natural disaster, such as a hurricane, tornado, flood, or severe storm, an emergency school closing may be required.

AT EACH SCHOOL SITE,

THE PRINCIPAL or DESIGNEE WILL

- Call 911, if emergency services are needed
- Contact the Superintendent, 508-497-9800
- Notify Dir. of Finance/Transportation Office, 508-497-9810
- Notify Director of Building and Grounds if appropriate, 508-497-9870
- Assemble Crisis Response Team
- Plan response: relocation to other school or site, dismissal, or stay put
- Get Superintendent's approval of plan, 508-497-9800 (unless communication is impossible)

SUPERINTENDENT or DESIGNEE WILL

- Receive and assess all information from civil emergency reporting services
- Implement school dismissal/relocation logistics on district level
- Coordinate dismissal or relocation with Dir. of Finance/Transportation Office, 508-497-9810
- Coordinate communication to parents and public

SEXUAL ASSAULT

A sexual assault includes such crimes as indecent assault and battery, rape, rape with force, rape and abuse, assault with intent to rape, and unnatural lascivious acts (on or off school grounds)

ALL STAFF MEMBERS WILL REPORT SEXUAL ASSAULT TO THE PRINCIPAL or DESIGNEE

THE PRINCIPAL or DESIGNEE WILL

- Call 911, and be clear about what happened. Do not initiate an investigation of facts until speaking with the detectives or other police officers
- Get help of School Nurse, and Counselor or Psychologist
- Contact the parent/guardian
- Notify the Superintendent's Office, 508-497-9800
- Contact DSS and file *Form 51A* as appropriate
- Complete a school incident report by end of day
- Assemble Crisis Response Team and decide what needs to be done

THE SUPERINTENDENT or DESIGNEE WILL

- Convene the School Safety Council if appropriate
- Review incident with police officials
- Develop district support strategies

Sexual assault is always a police matter.

**Use ASCD Manual
Sexual Offenses**

SHOTS FIRED

If a gun is discharged in school, it is likely that, at first, little will be known about what is going on, how many shooters there may be, and what the next move by the shooter will be.

ALL STAFF WILL WILL

- Direct all to drop to floor
- Call 911, if administrator not at hand to do so immediately
- Notify administrator
- Keep everyone away from doors and windows
- Follow LOCKDOWN PROCEDURE until notified of other actions to take

PRINCIPAL or DESIGNEE WILL

- Call 911 if not yet accomplished
- Notify School Resource Officer if available
- Announce code for LOCKDOWN unless situation demands different action
- Get assistance for victims
- Assemble Crisis Response Team, if possible
- Meet police responders outside of building, if possible
- Notify Superintendent, 497-9800
- Post incident, work with Crisis Response Team to plan for aftermath

THE SUPERINTENDENT or DESIGNEE WILL

- Coordinate student transportation if required
- Communicate with public and media
- Convene the School Safety Council if appropriate
- Develop district support strategies
- Provide support to Principal and staff in hours and days following event
- Review incident with police officials

SIGNAL CARDS and CODES (1 of 2)

SIGNAL CARDS IN A LOCKDOWN:

Staff will utilize red and green signal cards in classrooms as follows:

- Use **Green Cards**: All students accounted for, no injuries or medical problems
- Use **Red Cards***: Students unaccounted for, assistance needed in room
- Place one card in window facing out
- Place one card under door into hallway, face up
- Keep remaining pair of same color and other color in hand for use during evacuation

*HIGH SCHOOL ONLY

RED CARDS USED ONLY TO SIGNIFY ASSISTANCE IS NEEDED

SIGNAL IN AN EVACUATION:

At rally points or fire drill designated area use signal cards to signify

- Hold Up **Green Cards**: All students accounted for, no injuries or medical problems
- Hold up **Red Cards**: Student(s) unaccounted for, or assistance needed in room

Green



Red



SIGNAL CARDS and CODES (2of 2)

SITUATION CODES

Code 1 Threat Assessment In Progress Not a Lockdown except as follows:
Hold All Students- Turn Off Bells
Continue Instruction and Await Further Instructions

Code 2 Lockdown: Follow LOCKDOWN GUIDELINES and Use Signal Cards

Code 3 Lockdown: Intruder: Follow LOCKDOWN GUIDELINES and Use Signal Cards

Code 4 Maintain Lockdown: Teachers Prepare to Evacuate Students: Await Instructions

Code 5 Evacuation Order: May be followed specific instruction or an evacuation plan code
Individual schools may designate evacuation plan/route codes

SUICIDE

SUICIDE AT *SCHOOL*, SEE DEATH ON CAMPUS

SUICIDE AT *HOME*, SEE ASCD Manual: Death and Dying

***See Suicide Warning Signs
in Resource Section of This Guide***

ALL STAFF WILL

- Report students experiencing/exhibiting suicide warning signs to Principal/Nurse/or Counselor.
- Train older students to identify and report warning signs.

SUSPECTED DRUGS / ALCOHOL

THE PERSON SUSPECTING INSTANCES WILL

- Report all suspicions of drug or alcohol possession, use, or distribution to the Principal or designee immediately
- If teaching, send a sealed note to the office clearly addressed “**IMMEDIATE ATTENTION OF ADMINISTRATOR**”
- Continue to observe person until help arrives
- If possible, confiscate contraband until administrator arrives
- Return to normal activities after person is removed from area

Do not physically restrain the person unless trying to prevent harm to self, others, or the suspect. Know the law and policies on student restraint.

THE PRINCIPAL or DESIGNEE WILL

- Take the appropriate disciplinary action consistent with law and school policy
- Notify the Police if individual in possession
- Notify parent/guardian of any involved student
- Notify the Superintendent’s Office, 508-497-9800

THE SUPERINTENDENT or DESIGNEE WILL

- Communicate with public and media
- Convene the School Safety Council if appropriate
- Develop district support strategies
- Review incident with police officials

THREATS

What is a Threat?

Threats may be verbal threats to do harm to a person or persons, property, or self*. Threats may also be inferred from behaviors or observations of a person's words, writing, drawing, demeanor, or appearance. Threats may be inferred from third party statements (one person may tell another that someone may do something harmful) and even from anonymous tips and hints. Threats may include anonymous writing, notes, or drawings. Indeed, staff may learn of serious potential threats through indirect language, or hints from students.

Staff shall report to the building administration any suspected threat or concern about a danger; this includes threats reported by a student or parent or other community member. Students shall report to a teacher or administrator any suspected threat or concern about a danger. When a potential threat is reported, the building administrator in charge will immediately initiate the Threat Assessment Process.

Each school will have a Threat Assessment Team. The Team will be comprised of some members of the Crisis Response Team including the following roles/positions; Adjustment Counselor (H.S. and M.S.), Guidance Counselor, School Resource Officer (SRO), School Nurse, Administrator (Principal if available). Additional staff may include other Counselors or Psychologists, and other adults with knowledge of involved student(s), or situation. A School Adjustment Counselor will be a consulting member of each elementary school team. School Resource Officers and Adjustment Counselors are pre-assigned to each of the elementary schools.

*Counselors should reference the Suicide Intervention Protocol

Continued– Go To Next Page

THREATS

continued

STUDENTS WILL

Report all threats and threatening situations or behavior to a counselor/teacher, School Resource Officer or building administrator

STAFF WILL

Report all threats and threatening situations or behavior to Building Administration

THE PRINCIPAL or DESIGNEE WILL

Immediately consult with the Adjustment Counselor and SRO

The administrator, Adjustment Counselor, and SRO will determine whether to convene the Threat Assessment Team or to handle reported threat through regular administrative/disciplinary procedures

Inform the Superintendent if the Threat Assessment Team is convened and provide updated information to Superintendent through course of inquiry and/or investigation

THE THREAT ASSESSMENT TEAM WILL

Conduct a threat assessment *inquiry*** , or immediately request that police initiate a threat assessment *investigation***

During or after inquiry or investigation, meet with the Crisis Response Team to initiate crisis response plan as needed

If *investigation* is initiated, continue school based inquiry steps in coordinated manner with law enforcement


File an Incident Report at closure (If suicide threat, see Suicide Intervention Protocol #13)

** The Hopkinton Public Schools has adopted a threat assessment methodology published by the U.S. Secret Service and the U.S. Department of Education. Threat assessment teams are trained in this methodology. The terms *inquiry* and *investigation* have special meaning within this methodology. School personnel are in charge of an inquiry and law enforcement officials are in charge of an investigation.

RESOURCES

BOMB THREAT REPORT FORM

This is a photo, back and front, of the Bomb Threat Recording Form distributed by the Massachusetts State Police Bomb Squad. One of these cards should be kept near each school phone and all persons answering phones should be trained in its use. These can be ordered from the State Fire Marshal's Office, 978-567-3310. Request some right now!



**MASSACHUSETTS STATE POLICE
BOMB SQUAD**

PLACE THIS CARD UNDER YOUR TELEPHONE
(978)567-3310 Fire Marshal's Office
(508)820-2121 24HR Emergency (MSP GHQ)

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?

EXACT WORDING OF THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call received: _____

Time: _____ Date: _____

BOMB THREAT CHECKLIST

CALLERS VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar
<input type="checkbox"/> Whispered	

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

<input type="checkbox"/> Street noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> House noises	<input type="checkbox"/> Long distance
<input type="checkbox"/> Motor	<input type="checkbox"/> Booth
<input type="checkbox"/> Office machinery	<input type="checkbox"/> Cellular call
	<input type="checkbox"/> Other _____

THREAT LANGUAGE:

<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
	<input type="checkbox"/> Message read by threat maker

REMARKS:

Report call immediately to: _____

Phone number: _____

Date: ____/____/____

Name: _____

Position: _____

Phone number: _____

SCHOOL SAFETY COUNCIL

The School Safety Council assists the school district to prepare for emergencies and to increase safety measures that help to ensure the well-being of students and school staff. The School Safety Council assists by advising the Superintendent and the School Committee on matters of safety; by recommending policy and procedures; by providing resources and advice before, during and after school crises; by conducting crisis drills end exercises; by providing expertise and training, and by annually evaluating school emergency preparedness and safety and recommending goals for the school system to the Superintendent.

MEMBERS

Kathy Bain, School Nurse 508-497-9860/W
kbain@hopkinton.k12.ma.us 508-881-3461/H

Maureen Burns, School Nurse 508-497-9875/W
mburns@hopkinton.k12.ma.us 508-533-9289/H

Kenny Clark, Lieut., HFD 508-497-2325 /W

Gary Daugherty, Chief, HFD 508-497-2325 /W
gdaugh0221@aol.com 508-435-6864/H

Lee Greco, H.S. Guidance Chair 508-497-9840/W
508-435-5731/H 508-783-1986/cell lgreco@hopkinton.k12.ma.us

Tom Irvin, Chief, HPD 508-497-3401/W
chief@hopkintonpd.org 508-722-4355/pager

Cheryl Kelly, M.D.
jkelly97@comcast.net (508) 435-2197

Jill Leach, Supervisor. Wellness Programs, HPS 508-497-9820
jleach@hopkinton.k12.ma.us 508-764-6514/H 508-479-8661/cell

Kevin M. Lyons, Asst. Supt., HPS 508-497-9800/W 603-929-6608/H
klyons@hopkinton.k12.ma.us 508-328-5079/cell

Geoff MacDonald, Dir. Finance, HPS 508-497-9810/W
gmacdonald@hopkinton.k12.ma.us 508-294-2847/cell

Jack Phelan, Supt., HPS 508-497-9800/W
jphelan@hopkinton.k12.ma.us 508-294-2947/cell

Jack Radcliffe, First Congregational Church
508-435-5900

Ilene Silver, Principal, Elmwood School 508-497-9860/W
isilver@hopkinton.k12.ma.us 508-294-2836/cell

Al Rogers, Dir. B&G, HPS 508-497-9870/W
dstickney@hopkinton.k12.ma.us 508-294-2846/cell

Karl Wagner, Powell and Wagner Associates 617-494-1650/W
karlwagner@powellandwagner.com 508-497-0759/H

STUDENT RECORDS

The privacy of students and staff must be protected by all school personnel. A crisis may challenge a school's usual safeguards of confidential information about students and staff. Confidential information and/or records must be protected under all circumstances. This applies to all information about and records related to students and staff including but not limited to:

Medical Information and Records

Attendance Records (Even answering a question about whether a student or staff member is present in school or was on a particular day.)

Victim Lists including names of students injured in an accident or incident.

Academic Information

Release of **ANY** information during a crisis should be through the Office of the Superintendent or through the communications plan established by the Superintendent of School, Police Chief and Fire Chief. **HOWEVER, if life or safety of students are at stake, immediate release of pertinent information to police, fire, and emergency medical personnel is authorize.**

The confidentiality of student information and records is protected by federal and state statutes and by Hopkinton School Committee policies. The following is excerpted from Hopkinton School Committee Policy *JRA*.

Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Release of Information

Information in the student record may not be disseminated in whole or in part, in any manner or form, orally or in writing, to a third party without the written consent of the student and/or parent/guardian whichever is applicable noting the following two exceptions. 1.) The student record may be forwarded to a school to which the student is transferring without the student's or parent's consent, and, 2.) The above does not prohibit the publication of "directory" information including a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in school activities, honors, awards, or post high school plans. Parents and eligible students may request that this information not be released without prior consent.

SUICIDE WARNING SIGNS

SUICIDE WARNINGS:

- Recent suicide in the family
- Suicide threats, making plans, gathering suicide methods, suicide themes in writing or art
- Statements that family or friends would not miss them
- Previous suicide attempts or gestures
- Recent losses
- Traumatic events
- Sudden changes in personality or attitude
- Sudden changes in appearance, scratching, marking body, other self-destruction
- Sudden changes in school behavior
- Abrupt changes in attendance
- Dwindling academic performance
- Sudden failure to complete assignments
- Lack of interest and withdrawal
- Changed relationships with classmates
- Increased irritability or aggressiveness
- Despair
- Uncontrolled emotional outbursts
- Heavy use of alcohol or drugs
- Making final arrangements

ALL STAFF WILL

- Report students experiencing/exhibiting the above to Principal, Nurse, or Counselor.
- Train older students to identify and report warning signs.

TOWN-WIDE ASSISTANCE TELEPHONE NUMBERS

Emergency Numbers

Police Department	911
Non-Emergency	497-3401
Fire Department	911
Non-Emergency	497-2325
Ambulance	911
MA State Police Non-Emer.	508-820-2250

Town Office Numbers

Assessor	497-9720
Board of Health	497-9725
Bldg Inspector	497-9745
Council on Aging	497-9730
Dog Officer	497-9739
Highway Dept.	497-9740
Recreation. Dept.	497-9750
Planning Board	497-9755
Public Library	497-9777
Selectman's Office	497-0097
Sewer Dept.	497-9760
Superintendent of Schools	497-9800
Town Clerk	497-9715
Treasurer/Tax Collector	497-9710
Town Manager	497-9700
Water Dept.	497-9765

Hot Line Numbers

AIDS Action Hotline	800-235-2331
Alcohol and Drug Help Line	800-327-5050
Alzheimer's Info Line	800-351-2299
Cancer Information	800-422-6237
Dept of Social Services	800-792-5200
National Asthma Center	800-222-5864
Parental Stress	800-632-8188
Poison Information Center	800-682-9211
Samaritans (Suicide Prevention)	508-875-4500
Women's Protective Services	508-626-8686

Other Resources

State Fire Marshall	978-567-3365
State Police Bomb Squad	978-567-3310
State Police Emergency (GHQ)	508-820-2121
NSTAR Electric	800-592-2000
NSTAR Natural Gas	800-572-9300
Metromedia Natural Gas	888-289-4324

UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS

- Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms, such as the Hepatitis B virus.
 - They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.
 - They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.
 - Appropriate equipment (mops, buckets, germicide, hot water, hand soap, disposable towels and gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.
1. Treat human blood spills with caution.
 2. Clean up blood spills promptly.
 3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Gloves contribute an added measure of protection, but are not essential if skin is intact.
 4. Clean up blood spills with the appropriate germicide, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with a fresh solution.
 5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body. Be especially careful not to touch your eyes before washing up. Soap and water will kill HIV.
 6. Clean up other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical

Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS Early Childhood Settings (June, 1989)

VIOLENCE: POTENTIAL WARNING SIGNS

If you see these immediate warning signs, violence is a serious possibility:

- loss of temper on a daily basis
- frequent physical fighting
- significant vandalism or property damage
- increase in use of drugs or alcohol
- increase in risk-taking behavior
- detailed plans to commit acts of violence
- announcing threats or plans for hurting others
- enjoying hurting animals
- carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- a history of violent or aggressive behavior
- serious drug or alcohol use
- gang membership or strong desire to be in a gang
- access to or fascination with weapons, especially guns
- threatening others regularly
- trouble controlling feelings such as anger
- withdrawal from friends and usual activities
- feeling rejected or alone
- having been a victim of bullying
- poor school performance
- history of discipline problems or frequent run-ins with authority
- feeling constantly disrespected
- failing to acknowledge the feelings or rights of others

Source: American Psychological Association
<http://helping.apa.org/warningsigns/recognizing.html>

REUNIFICATION GUIDELINES

Each school will develop reunification guidelines consistent with the schools off-site evacuation plans.

Guidelines will address the process of reunification of students with their parents and/or guardians. The process will provide for the orderly release of students to parent/guardian, the record keeping for each release including pre-made forms and logs. The guideline will describe which staff will implement the process and who will be in charge. The guideline will be specific about location, required identification or parent/guardian, outside resources needed to conduct a reunification process including assistance from police and others outside of school staff.

This guideline will be attached here to hard copies of this document and will be available to all staff and to all parents/guardians. A revisions will be immediately provided to the two School Resources Officers.

Implementation Date: January 15, 2004

BUILDING FLOOR PLANS

Tape or staple in local building floor plans and/or map

For use staff– not for public distribution.