

## REVISIONS AS OF 9/9/2010

### Black River High School/Middle School Crisis Guide

#### School Crisis Team:

James Frail Principal BRHSMS  
Joan Frangiose Superintendent  
Karen Trimboli LES Principal  
Elizabeth McBain Director of Guidance  
Janet Pipkin Student Support Specialist  
Carol Cassidy Special Education Teacher  
Jim O'Neil Teacher  
Toby Milne Teacher  
Deb Harrison School Based Clinician  
Elizabeth Darling Administrative Assistant  
Michael Tuomisto Building & Grounds Supervisor  
Pam Plumb School Nurse  
Colin McKaig Acting School Principal  
Pat Pullinen Athletic Director

#### Public Safety Committee

Chief Jeffrey Billings Ludlow Police Dept.  
Chief Peter Kolenda Ludlow Fire Dept  
Ronald Bixby EM Coordinator  
Dan Parker Ludlow Transportation  
Frank Heald Town Manager  
Carl Matteson Ludlow Ambulance Service  
Jill Tofferi Ludlow Library

The members of the School Crisis Team will convene in the event of a situation that places the students and faculty at risk for injury. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee. **It is imperative that LES principal and the superintendent of schools be involved in the decision making process.**

#### Emergency Codes

In the event of an emergency the following code system will be used. Clear the Halls, Secure the Building, or Evacuate will be used when appropriate. **It is the school's policy that cell phones will not be used by students during any of these emergency procedures. A sudden and excessive use of cell phones could hamper emergency efforts. An announcement will be made when the emergency has ended. The Office secretary will call the LES secretary to inform the school when an emergency drill has been started and ended.**

#### Clear the Halls

Means all students and staff clear the hallways until directed to do otherwise by the principal or designee. Students are to go to the closest room supervised by an adult. Students and staff remain away from doors and windows.

### **Secure the Building – Lockdown Procedures**

Means all students and staff remain in their assigned workspace/classroom or immediately move to a designated area of the school. Use of Secure the Building procedure should occur when an emergency situation exists somewhere else within the school or in the immediate area outside the school, where the presence of students and staff would place them in danger.

### **Evacuate the Building**

Evacuation means that all students, staff and visitors exit building and move to (east side of the athletic field) or to the *designated off site location* if the crisis dictates.

**In the event of an early school dismissal, the student’s legal guardian or the emergency contact person will be notified using the Alert Now System. The school will call the Central Office (if time allows) to find out what calls were not answered or received on the Alert Now System. An announcement will be made asking students that do not have a place to go to come to the Main Office for assistance.**

### **Staff Coverage Assignments during an Evacuation:**

East Side:	Jim Frail	West Side:	David DeSchamp
Athletic Field:	HS South Side: Liz McBain	MS North Side:	Fern Melvin
Substitutes:	D. Harrison and M. Tuomisto	Main Office	Liz Darling

**The principal or his/her designee will designate the caller making the 911 call. This person will be the only person to talk to the dispatcher. This will reduce confusion and expedite emergency efforts. The caller may be required to stay on the line during the crisis.**

### **Threats and Disruptions to School:**

**The local police must be called immediately if the school receives a telephone bomb threat. They will contact TDS telecom to initiate their caller tracing system.**

### **Standard Procedures:**

1. All threats will be taken seriously. The school will either be evacuated or an early dismissal will be organized. The decision to evacuate the building will be based on circumstances and the level of risk. In most cases, the school will be closed for the day.
2. Students will be evacuated to the athletic field. High school students will stay on the south side of the field and middle level students will stay on the north side.
3. Students will not be allowed back in the building after an evacuation if the decision is to close the school until school is back in session. Staff may return to the building after completing their supervision responsibilities at their own risk just to retrieve their personal items.
4. Once the building is closed for safety reasons, no one will be allowed in the

- building until the morning of the day when school is back in session.
5. All school sponsored meetings, practices, games and activities on and off school grounds will be cancelled until school reopens.
  6. The vocational bus will pick up and drop off in the Shaw's parking area when school is closed for emergency reasons.
  7. An all school assembly will be held first thing in the morning when students return to school after a school closing.
  8. Review School Policy F30 on "Threats and Disruption to School"
  9. Crisis Team meeting as soon as possible after the incident to review crisis plan and identified management concerns.

### **Media Communications**

No one other than the Superintendent should talk to the media in the event of a crisis. The media is not allowed on school property unless authorized by the principal or designee. The Central Office will be in charge of communicating to the public during a school emergency or early dismissal. Radio and TV announcements, web sites and parental letters will be used in an attempt to keep everyone informed as soon as possible of current events.

**It's imperative that student confidentiality be maintained at all times.**